Thank you in advance for your participation in the 50th ASCO Annual Meeting. The Meeting will be held at McCormick Place, May 30-June 3, 2014. The exhibits will be open on May 31-June 2 from 9:00AM – 5:00PM in the South Building, Level 3, Hall A.

This online Exhibitor Service Manual will provide you with all of the information that an exhibitor needs to have a successful Annual Meeting – from forms for ordering carpet, furniture, electricity, and telecom, to important information with regards to registration, housing, policies, advertising and social events. It also includes information on available discounts if services are ordered by the earlier deadline date. This helps you to save money and for everyone to better plan equipment needs and labor schedules –resulting in a smooth operation and successful experience.

This year's Annual Meeting will feature the theme "Science and Society." ASCO's 50th Annual Meeting will serve as a moment to reflect on the progress ASCO and society have made against cancer-scientifically, and at the patient's bedside. This progress includes major increases in survival, better quality of life for patients, and reason for hope for the future. We encourage exhibitors to include this theme in the booth design and consider it when planning their activities for the Annual Meeting.

If you receive solicitations from companies who are not Official Contractors of the 2014 ASCO Annual Meeting, please contact Stephanie Houck or Eileen McGill, Exhibit Operations Management, at 703-631-6200 or ascoexhibits@jspargo.com.

If you have any further questions, please feel free to contact us via email or by phone. As always, we appreciate your support and look forward to seeing you in Chicago.

Sincerely,

Natalie Norris
Exhibits Manager
American Society of Clinical Oncology
natalie.norris@asco.org
T: 571-483-1300

Stephanie Houck, CEM
Associate Director, Exposition Operations
J. Spargo & Associates, Inc.
stephanie.houck@jspargo.com
T: 703-631-6200

FREEMAN
5040 West Roosevelt Road
Chicago, Illinois 60644-1436
(773) 473-7080 • Fax (469) 621-5603
Email: FreemanChicagoES@freemanco.com

2014 ASCO Annual Meeting
May 31 - June 2, 2014
McCormick Place
Chicago, Illinois

FREEMAN quick facts

Concierge Elite
Download the Concierge Elite app from the Apple App Store, Android Google Play or Windows App Store (search for Concierge Elite) or visit www.freemanco.com/solutions/mobile to learn more. This will give you the ability to:
- **Submit requests for service.**
- **View previous & current orders.**
- **Sign up for freight notifications.**
- **Request shipping labels**
- **Receive empty return notifications**
- **Express checkout of the show**

For a short demo of Concierge Elite, go to www.freemanco.com/cedemo to view its many features.

SERVICE INFORMATION

BOOTH EQUIPMENT
Each 10' x 10' booth will be set with 8' high black backwall drape, 3' high black side dividers and a 7" x 44" one-line identification sign.

Please note that electrical service is not included but to accommodate possible power requirements, electrical outlets will be installed in every inline booth. An audit will be conducted by electricians and onsite charges will apply if the electrical service is utilized without an order on file.

ONCOLOGY PROFESSIONALS HALL CARPET
The exhibit area is NOT carpeted; however, the aisles for the following Categories will be carpeted as follows:
Main Aisle: Midnight Blue
Patient Advocate Pavilion: Red Pepper
Technology and Practice Management Pavilion: Latte
Publishers Pavilion: Tuxedo
Please Note: Booth carpet is NOT included and must be provided at the exhibitors expense. Rental Carpet is available through Freeman. Please refer to the Carpet Brochure and Order Form.

DISCOUNT PRICE DEADLINE DATE
Order early to take advantage of advance order discount rates, place your order by Monday, May 5, 2014.

EXHIBIT SCHEDULE

LIGHTING, TRUSS AND HANGING SIGN RIGGING HOURS
For more information and helpful hints on preshow procedures and move-in, please go to www.freemanco.com/preshowFAQ.

Saturday	May 24	8:00 a.m. - 4:30 p.m.

****Please Note: Lighting, Truss and Hanging Signs will also be allowed for installation during normal exhibitor move-in hours.**
Lighting & Truss Shipments Form must be filled out and returned to Freeman by Monday, May 5, 2014.

EXHIBITOR MOVE-IN
For more information and helpful hints on preshow procedures and move-in, please go to www.freemanco.com/preshowFAQ.

Tuesday	May 27	8:00 a.m. - 4:30 p.m.
Wednesday	May 28	8:00 a.m. - 4:30 p.m.
Thursday	May 29	8:00 a.m. - 4:30 p.m.
Friday	May 30	8:00 a.m. - 4:30 p.m.

All exhibits must be fully installed by 4:30 p.m. on Friday, May 30, 2014.
To request early exhibitor freight move-in of Saturday, May 24, 2014, please complete the request form Early Freight Move-In included in this kit.

McPl 11/06

EXHIBIT HOURS

Saturday	May 31	9:00 a.m. - 5:00 p.m.
Sunday	June 1	9:00 a.m. - 5:00 p.m.
Monday	June 2	9:00 a.m. - 5:00 p.m.

EXHIBITOR MOVE-OUT

For more information and helpful hints on postshow procedures and move-out, please go to www.freemanco.com/postshowFAQ.

Monday	June 2	5:00 p.m. - 11:00 p.m.
Tuesday	June 3	8:00 a.m. - 4:30 p.m.
Wednesday	June 4	8:00 a.m. - 4:30 p.m.

Please Note: Overtime rates will apply after 10:00 p.m. on Monday, June 2, 2014.

Please Note: No exhibit shall be dismantled before 5:00 p.m. on Monday, June 2, 2014.

SERVICE CENTER HOURS

We will have staff available at show site at the Exhibitor Services Center as follows:

Saturday	May 24	8:00 a.m. - 4:30 p.m.
Sunday	May 25	**NO SERVICE DESK HOURS**
Monday	May 26	**NO SERVICE DESK HOURS**
Tuesday	Mary 27	8:00 a.m. - 4:30 p.m.
Wednesday	May 28	8:00 a.m. - 4:30 p.m.
Thursday	May 29	8:00 a.m. - 4:30 p.m.
Friday	May 30	8:00 a.m. - 4:30 p.m.
Saturday	May 31	7:00 a.m. - 5:00 p.m.
Sunday	June 1	8:00 a.m. - 5:00 p.m.
Monday	June 2	8:00 a.m. - 11:00 p.m.
Tuesday	June 3	8:00 a.m. - 4:30 p.m.
Wednesday	June 4	8:00 a.m. - 4:30 p.m.

DISMANTLE AND MOVE-OUT INFORMATION

- Freeman will begin returning empty crates starting at **6:00 p.m. on Monday, June 2, 2014.**
- All exhibitor materials must be removed from the exhibit facility by **4:30 p.m. on Wednesday, June 4, 2014.**
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-out deadline, please have all carriers check-in by **2:30 p.m. on Wednesday, June 4, 2014.**

POST SHOW PAPERWORK AND LABELS

Our Exhibitor Services Department will gladly prepare your outbound Material Handling Agreement and Labels in advance. Complete the Outbound Shipping form and your paperwork will be available at show site. Be sure your carrier knows the company name and booth number when making arrangements for shipping your exhibit at the close of the show.

SERVICE CONTRACTOR CONTACTS / INFORMATION:

FREEMAN
5040 West Roosevelt Road
Chicago, Illinois 60644-1436
(773) 473-7080 • Fax (469) 621-5603
Email: FreemanChicagoES@freemanco.com

FREEMAN AUDIO VISUAL SOLUTIONS, INC.
9260 W. 55th Street
McCook, Illinois 60525
(708) 255-7100 • Fax (469) 255-7105

FREEMAN EXHIBIT TRANSPORTATION
(800) 995-3579 Toll Free US & Canada • Fax (469) 621-5810
(817) 607-5100 Local & International

FREEMAN ONLINE®

Order early to take advantage of advance order discount rates, place your order by Monday, May 5, 2014.

Our Internet online ordering service, Freeman OnLine®, is available for your convenience to order all Freeman Services, view show schedule, or print order forms. Once your show is available online you will receive an email which includes a direct link to Freeman OnLine®.

To place online orders you will be required to enter your unique Login ID and Password. If this is your first time to use Freeman OnLine®, click on the "Login" link in the top right corner to create a new account. To access Freeman OnLine® without using the email link, visit www.freemanco.com/store and click on the "Login" link in the top right corner. If you need assistance with Freeman OnLine® please call our Customer Support Center at (1-888-508-5054).

SHIPPING INFORMATION

Warehouse shipping address:

2014 ASCO Annual Meeting
Exhibiting Company Name
Booth # _____
c/o FREEMAN
2500 West 35th Street
Chicago, IL 60632

Freeman will accept crated, boxed or skidded materials beginning **Friday, April 25, 2014** at the above address. Materials arriving after **Friday, May 16, 2014** will be received at the warehouse with an additional after deadline charge.
Warehouse receiving hours are 8:00 a.m. to 3:30 p.m. Monday through Friday.

Show site shipping address:

2014 ASCO Annual Meeting
Exhibiting Company Name
Booth # _____
c/o FREEMAN
McCormick Place
2301 S. Lake Shore Drive
Chicago, IL 60616

NOTE: All trucks should check-in at the McCormick Place Marshalling Yard on 31st Street (See enclosed map.)

Freeman will receive shipments at the above address beginning at **8:00 a.m. on Tuesday, May 27, 2014**. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor.

To request early exhibitor freight move-in of Saturday, May 24, 2014, please complete the request form Early Freight Move-In included in this kit.

Please Note: All items and materials that must be brought into the facility may be subject to Material Handling Charges and are the responsibility of the Exhibitor. This also applies to items not ordered through the Official Show Vendors.

MARSHALLING YARD

McCormick Place requires payment of a fee of $21.00 for all trucks to enter the McCormick Place Marshalling Yard. This fee must be paid by the driver at the entrance to the Marshalling Yard, which is staffed by McCormick Place Security personnel. The fee can be paid in cash or with a major credit card. Checks or debit cards cannot be accepted and this fee cannot be paid in advance. Please be sure to alert your non-courier freight transportation provider. Fee subject to change. Call (312) 808-3161 with any questions or for directions.

LABOR INFORMATION

If utilizing Freeman labor, please refer to the appropriate order form to place your order for Labor. Exhibitors will need to pick up and release their labor at the Service Desk. Straight Time, Overtime and Double Time Labor invoicing will be in compliance with MPEA Legislation. Refer to the Labor Jurisdictions form for additional information.

CLEANING SERVICE

FREEMAN is the exclusive contractor. No other cleaning service, including exhibitor-appointed contractors or installation and dismantle companies, will be allowed to perform this service.

ASSISTANCE

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at (773) 473-7080.

FREEMAN GENERAL INFORMATION

TRANSLATION SERVICE

Freeman is pleased to offer a new service for our international exhibitors that provides quick interpretation and translation in 150 languages. This service will not only interpret for us on a three-way conversation, but also translate emails from customers. To access this service you may contact Freeman Chicago Exhibitor Services at (773) 473-7080 or Freeman's Customer Support Center at (888) 508-5054.

HELPFUL HINTS

SAVE MONEY

Order early to take advantage of advance order discount rates, place your order by Monday, May 5, 2014.

AVOID DELAY

Ship early to avoid delays. Shipments arriving late at show site will cost you money, time and business!

SAFETY TIPS

Use a ladder, not a chair. Standing on chairs, tables and other rental furniture is unsafe and can cause injury to you or to others. These objects are not designed to support your standing weight.

Be aware of your surroundings. You are in an active work area with changing conditions during move-in and move-out. Pay attention. Look for obstacles, and machinery and equipment that are in use.

Keep your eyes open for scooters and forklifts. The drivers of these vehicles may not be able to see you.

Stay clear of dock areas, trucks and trailers. These areas can be particularly dangerous.

Prevent electrical shocks, falling items and damage to materials. Do not attach items or equipment to the drapes or metal framework provided for your booth. This can cause serious injury or damage to materials.

We discourage children from being in the exhibit hall during installation and dismantle. If children are present during installation and dismantle, they must be supervised by an adult at all times.
Freeman does not ship or handle Hazardous Materials. If any materials you are shipping to the event fall into this category, please contact Freeman to be sure that the material will be allowed at the facility and by the association. In addition, if authorized by the facility and the association, you will need to make separate arrangements for the transport and handling of the approved materials, since Freeman will not transport or handle them.

The operation or use of all motorized lifts and motorized material handling equipment for installation/dismantle of exhibits is NOT permitted by exhibitors or by their exhibitor appointed contractors (EAC's). Thank you for your cooperation.

EXHIBITOR ASSISTANCE

For more information and helpful hints on preshow procedures and move-in, please go to www.freemanco.com/preshowFAQ.

For more information and helpful hints on postshow procedures and move-out, please go to www.freemanco.com/postshowFAQ.

Call Freeman's Exhibitor Services department at 773-473-7080 with any questions or needs you may have.

F R E E M A N
5040 West Roosevelt Road
Chicago, Illinois 60644-1436
(773) 473-7080 • Fax (469) 621-5603
Email: FreemanChicagoES@freemanco.com

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **2014 ASCO Annual Meeting / May 31 - June 2, 2014**

COMPANY NAME _____ BOOTH #:_____

CONTACT NAME:_____ PHONE #:_____

E-MAIL ADDRESS_____

For Assistance, please call 773-473-7080 to speak with one of our experts.

PLEASE COMPLETE AND RETURN THIS FORM TO FREEMAN BY: MONDAY, MAY 5, 2014.

To request Early Exhibit Freight Move-In of SATURDAY, MAY 24, 2014, please complete and submit this form. Please make sure your clients are fully aware of your request, and your Third Party billing form is completed. Upon review, Freeman will contact you regarding approval and with further instructions.

Please fax this completed form to: Lisa McGuinness at (773) 854-3794

- **Will you be shipping freight to the Advance Warehouse: _____**

  Estimated Weight of Shipment _____ # of Pieces:_____

- **Will you be shipping freight direct to Show Site: _____**

  Estimated Weight of Shipment _____ # of Pieces:_____

  NOTE: Certified weight tickets are required for ALL shipments.

- **Are you renting carpet from Freeman: _____**

PLEASE NOTE: Overtime charges will apply on Saturday, May 24, 2014. Please refer to the Material Handling form for rates.

NAME OF SHOW: **2014 ASCO Annual Meeting / May 31 - June 2, 2014**

COMPANY NAME_____ **BOOTH #:** _____

ADDRESS:_____**CITY**_____**STATE**_____**ZIP**_____

PHONE: _____**FAX** _____

AUTHORIZED BY: _____**TITLE**_____

SIGNATURE: _____

Project #:14-301115

Request for early freight move-in

F R E E M A N
5040 West Roosevelt Road
Chicago, Illinois 60644-1436
(773) 473-7080 • Fax (469) 621-5603
Email: FreemanChicagoES@freemanco.com

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **2014 ASCO Annual Meeting / May 31 - June 2, 2014**

COMPANY NAME _____ BOOTH #:_____

CONTACT NAME:_____ PHONE #:_____

E-MAIL ADDRESS_____

For Assistance, please call 773-473-7080 to speak with one of our experts.

PLEASE COMPLETE AND RETURN THIS FORM TO FREEMAN BY: MONDAY, MAY 5, 2014.

All lighting and truss shipments are to be sent directly to McCormick Place on assigned move-in days. Freeman will begin unloading all lighting and truss for 2014 ASCO Annual Meeting on:

Saturday, May 24, 2014 8:00 a.m. - 4:30 p.m.

Please Note: Unloading and installation will continue through Friday, May 30, 2014 until 4:30 p.m.

All trucks are required to provide a completed bill of lading and certified weight ticket for each load. If a truck contains shipments for multiple booths, Freeman requires seperate bills of lading and weight tickets for each individual booth.

Please fax this completed form to: Lisa McGuinness at (773) 854-3794

Exhibiting Company:_____ Booth #:_____

Number of Truck Loads:_____ Carrier Name:_____

Contacts Name:_____ Phone #:_____

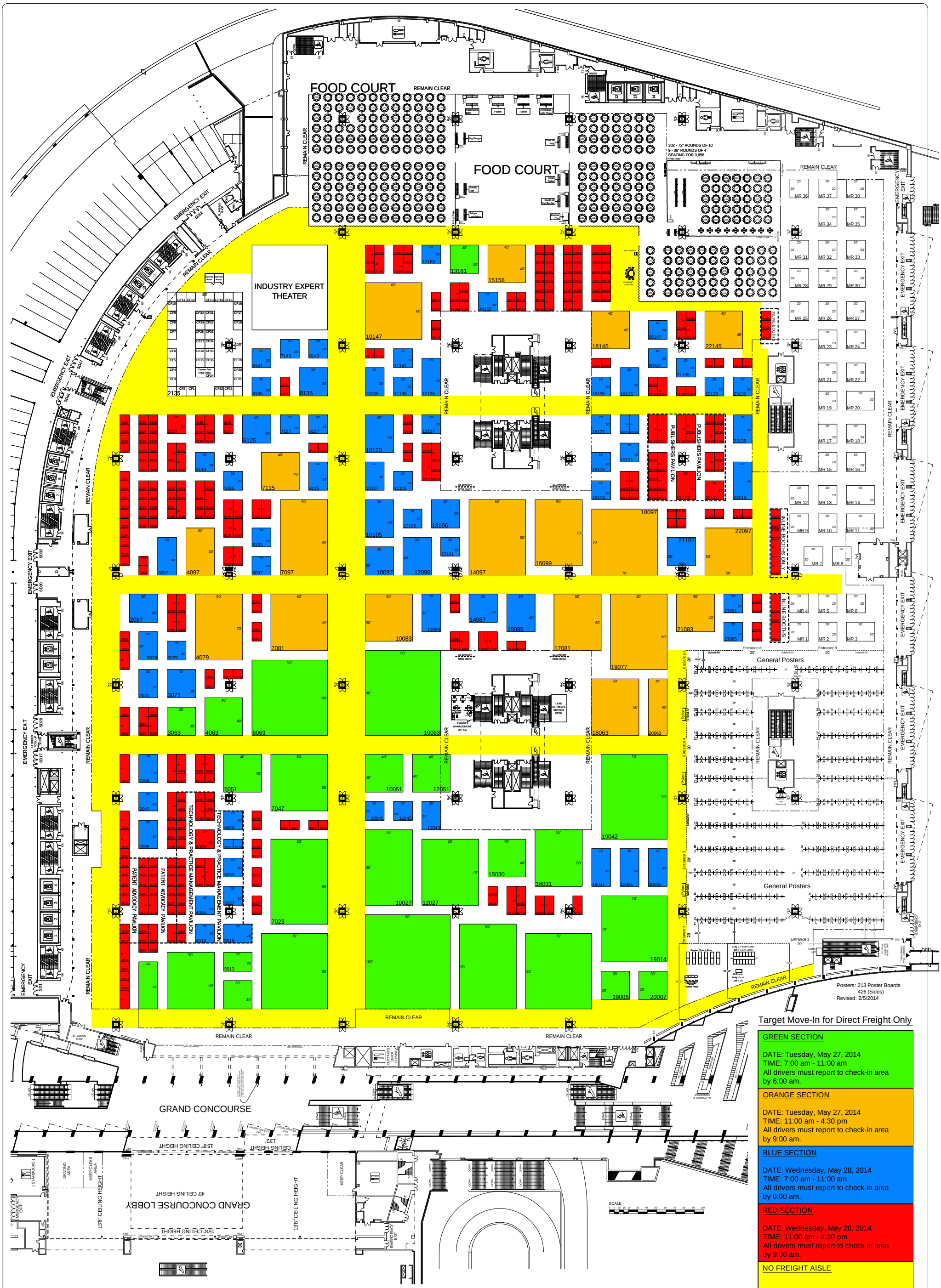
Fax #:_____

Lighting / Truss will be delivered on:
Saturday, May 24, 2014:_____

PLEASE NOTE: Overtime charges will apply on Saturday, May 24, 2014. Please refer to the Material Handling form for rates.

Project #:14-301115

Lighting & Truss Shipments



GREEN SECTION

DATE: Tuesday, May 27, 2014
TIME: 7:00 am - 11:00 am
All drivers must report to check-in area by 6:00 am.

ORANGE SECTION

DATE: Tuesday, May 27, 2014
TIME: 11:00 am - 4:30 pm
All drivers must report to check-in area by 9:00 am.

BLUE SECTION

DATE: Wednesday, May 28, 2014
TIME: 7:00 am - 11:00 am
All drivers must report to check-in area by 6:00 am.

RED SECTION

DATE: Wednesday, May 28, 2014
TIME: 11:00 am - 4:30 pm
All drivers must report to check-in area by 9:00 am.

NO FREIGHT AISLE

ASCO 2014

MAY 30 - JUNE 3, 2014
McCORMICK PLACE SOUTH, EXHIBIT HALL A
CHICAGO, ILLINOIS

Drawing as of: 2/5/2014

Draw By: JP
Rev. By: PANTOJ

Print Date: 2/7/2014 11:09 AM

FREEMAN

EVERY EFFORT HAS BEEN MADE TO ENSURE THE ACCURACY OF ALL INFORMATION CONTAINED ON THIS FLOORPLAN. HOWEVER, NO WARRANTIES, EITHER EXPRESSED OF IMPLIED, ARE MADE WITH RESPECT TO THIS FLOORPLAN. IF THE LOCATION OF BUILDING COLUMNS, UTILITIES OR OTHER ARCHITECTURAL COMPONENTS OF THE FACILITY IS A CONSIDERATION IN THE CONSTRUCTION OR USAGE OF AN EXHIBIT, IT IS THE SOLE RESPONSIBILITY OF THE EXHIBITOR TO PHYSICALLY INSPECT THE FACILITY TO VERIFY ALL DIMENSION AND LOCATIONS. ©COPYRIGHT 2000, FREEMAN, ALL RIGHTS RESERVED.

Reducing Your Footprint

Freeman actively engages in green practices within day-to-day operations and is committed to producing events in the most environmentally friendly way possible. Freeman has collaborated with a number of customers to make their events greener and is dedicated to broadening this effort.

Green Tips for Exhibitors

Interested in going Green and saving money with your exhibit booth? Follow these tips to assist you in making your sustainable booth strategies at least cost-neutral, and possibly cost-saving!

Supplies and Ordering

- Order exhibit supplies early and utilize online ordering systems to eliminate paper waste.
- Consider renting a booth from Freeman or buying materials locally, preventing shipping cost and lowering emissions.
- Rent Freeman Classic Carpet which contains recycled content and is also recyclable.
- Provide giveaways made of recycled, responsibly grown natural fiber, nontoxic and biodegradable materials. Ensure giveaways are useful, not merely promotional in nature. Electronic Giveaways, such as free songs from iTunes, coupons and free online Apps are smart and trendy.

Printing, Recycling and Waste Management

- Encourage less printing and provide more information digitally when it comes to booth literature, fulfilling requests via email and website referrals.
- If you need to print, use a local printer in the city where the show will be held and choose paper that contains at least 50% post-consumer recycled content.
- Ask Freeman about new paper-based signage materials that are comparably priced to plastic. There are good alternatives to foam core and PVC which are not as easily recyclable.
- Participate in the exhibit donation program by providing materials that are eligible for donation to local charities, such as pens, bags and notepads.

Shipping and Transportation

- If you must ship materials, planning out your booth in a timely way to meet shipping deadlines can also help maximize consolidation and cost-savings.
- Choose a SmartWay™-certified hauler at no additional cost to ensure your transportation company is practicing sustainable shipping.
- Set a goal to leave no trace behind by shipping out all booth properties and packing materials and donating extra giveaways thereby minimizing any waste for the show.
- If you are attending another trade show that many of your fellow exhibitors are also participating in, ask your General Service Contractor or Show Management to set up a caravan service to save on fuel emissions—and cost of transportation.

Personnel and Best Practices

- Take advantage of local or regional representatives to staff your booth, rather than bringing staff from far away offices, reducing travel cost.
- Bring Green as part of your company message providing recycling bins in your booth and information on what you have done to exhibit in a sustainable way.

These steps can help as we all strive to make smarter and more environmentally sound decisions. For more information on the Freeman Sustainability Initiative, contact Jeff Chase at jeff.chase@freemanco.com.

FREEMAN

5040 W Roosevelt Rd
Chicago, IL 60644
(773) 473-7080 Fax: (469) 621-5603
FreemanChicagoES@freemanco.com

DISCOUNT PRICE DEADLINE DATE
MAY 05, 2014

INCLUDE THIS FORM WITH YOUR ORDER

NAME OF SHOW: **2014 ASCO Annual Meeting / May 31 - June 2, 2014**

COMPANY NAME: BOOTH #:

ADDRESS: BOOTH SIZE : X

CITY/STATE/ZIP:

PHONE: EXT.: FAX #:

SIGNATURE: PRINT NAME:

CONTACT'S E-MAIL:

E-MAIL FOR INVOICE: ☐ **Check if you are a new Freeman customer**

Invoices will be sent by e-mail; please provide e-mail address of the person who reconciles your invoices if different than contact's email.

METHOD OF PAYMENT

BY SUBMITTING THIS FORM OR ORDERING MATERIALS OR SERVICES FROM FREEMAN, YOU AGREE TO BE BOUND BY ALL TERMS & CONDITIONS INCLUDED IN YOUR SERVICE MANUAL.

☐ **COMPANY CHECK**

Please make check payable to: Freeman
Checks must be in U.S. funds drawn on a U.S. or Canadian bank.(**"U.S. FUNDS"** MUST BE PRE-PRINTED on Canadian checks.)

Please reference (301115) **on your remittance.**

☐ **CREDIT/DEBIT CARD**

For your convenience, we will use this authorization to charge your credit/debit card account for your advance orders, and any additional amounts incurred as a result of show site orders placed by your representative. These charges may include all Freeman companies, or any charges which Freeman may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. Please complete the information requested below:

☐ **BANK TRANSFER**

Bank transfer to Bank of America, N.A.; Dallas, TX
Wire Transfer
ABA#: 026009593 ACCT# 1252039192 Freeman
International Wire Transfer
Swift Code: BOFAUS3N ACCT# 1252039192 Freeman
ACH Direct Deposit
ABA#: 111000012 ACCT# 1252039192 Freeman

Please reference Name of Show & Booth Number so we can properly credit your account.
Note: Customers are responsible for any bank processing fees.

☐ **AMERICAN EXPRESS** ☐ **MASTER CARD** ☐ **VISA** **FREEMAN NOW ACCEPTS DEBIT CARDS**

ACCOUNT NO.: EXP. DATE:

CARDHOLDER NAME (PRINT): SIGNATURE:

CARDHOLDER BILLING ADDRESS:

CITY/STATE/ZIP:

ENTER TOTALS HERE

FURNISHINGS & ACCESSORIES	CARPET	CLEANING/ SHAMPOOING	PORTER SERVICE	RENTAL EXHIBITS & ACCESSORIES	SIGNS	INSTALLATION LABOR	DISMANTLE LABOR

MATERIAL HANDLING	RIGGING INSTALLATION	RIGGING DISMANTLE	EXHIBIT TRANSPORTATION	HANGING SIGNS	UTILITIES		GRAND TOTAL

- **Remember to order in advance to save time and money. You may place your order by phone, fax, mail, or use our online ordering service at: www.freemanco.com/store.**
- **Orders received without payment or after the discount price deadline date will be charged at the standard price.**
- **Copies of invoices may be picked up from the Service Desk prior to show closing.**
- **If you have questions or need assistance with any items not listed, please call and ask for your Exhibitor Services Representative.**

TELL US WHAT YOU THINK

Freeman is committed to providing great customer service. To help us serve you more effectively in the future, please visit the URL address below upon the completion of your show to provide feedback. Your input will provide the insight needed to ensure that our customer service is in line with your expectations.

http://feedback.freemanco.com/?301115

FREEMAN method of payment

F R E E M A N
5040 W Roosevelt Rd
Chicago, IL 60644
(773) 473-7080 Fax: (469) 621-5603
FreemanChicagoES@freemanco.com

FREEMAN third party authorization

2014 ASCO Annual Meeting / May 31 - June 2, 2014

In order to authorize Freeman to invoice a third party for payment of services rendered to exhibitors, both the exhibiting company and the third party must complete this form and return it at least 14 days prior to show move-in.

EXHIBITING COMPANY AUTHORIZATION OF THIRD PARTY BILLING

"We understand and agree that we, the exhibiting company, are ultimately responsible for payment of charges and agree by submitting this form or ordering materials or services from Freeman, to be bound by all terms and conditions as described in the Terms & Conditions section of this service manual. In the event that the named third party does not discharge payment of the invoice prior to the last day of the show, charges will revert back to the exhibiting company. All invoices are due and payable upon receipt, by either party. The items checked below are to be invoiced to the third party."

BY SUBMITTING THIS FORM OR ORDERING MATERIALS OR SERVICES FROM FREEMAN, YOU AGREE TO BE BOUND BY ALL TERMS & CONDITIONS INCLUDED IN YOUR SERVICE MANUAL.

EXHIBITOR NAME: (PLEASE PRINT)

EXHIBITOR SIGNATURE: DATE:

EXHIBITING COMPANY INFORMATION

EXHIBITING COMPANY NAME: BOOTH #:

EXHIBITING COMPANY ADDRESS:

CITY/STATE/ZIP:

PHONE: EXT. FAX:

CONTACT'S E-MAIL:

Indicate which services are to be invoiced to the Third Party:

- ☐ ALL FREEMAN SERVICES
- ☐ I&D LABOR/SUPERVISION
- ☐ MATERIAL HANDLING/IN & OUT
- ☐ UTILITIES
- ☐ FREEMAN EXHIBIT TRANSPORTATION
- ☐ RENTAL FURNITURE/CARPET/SIGNS
- ☐ BOOTH CLEANING
- ☐ OTHER _____

THIRD PARTY COMPANY INFORMATION

THIRD PARTY COMPANY NAME:

CONTACT NAME:

THIRD PARTY BILLING ADDRESS:

CITY/STATE/ZIP:

PHONE: EXT: FAX:

CONTACT'S E-MAIL:

E-MAIL FOR INVOICE:

Invoices will be sent by e-mail; please provide the e-mail address of the person who reconciles your invoices if different than contact's e-mail.

THIRD PARTY CREDIT/DEBIT CARD AUTHORIZATION

☐ AMERICAN EXPRESS ☐ MASTERCARD ☐ VISA **FREEMAN NOW ACCEPTS DEBIT CARDS**

ACCOUNT NO: EXP. DATE:

CARDHOLDER NAME (PLEASE PRINT): CARD TYPE:

AUTHORIZED SIGNATURE:

CARDHOLDER BILLING ADDRESS:

CITY/STATE/ZIP:

FREEMAN

5040 W Roosevelt Rd
Chicago, IL 60644
(773) 473-7080 Fax: (469) 621-5603
FreemanChicagoES@freemanco.com

ONLINE PRICE
DISCOUNT PRICE
DEADLINE DATE

MAY 05, 2014

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **2014 ASCO Annual Meeting / May 31 - June 2, 2014**

COMPANY NAME: BOOTH #: BOOTH SIZE: X

CONTACT NAME : PHONE #:

E-MAIL ADDRESS :

For Assistance, please call **(773) 473-7080** to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

FURNISHINGS

CHAIRS
Pages 1 & 2

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
____	N71092	Diva Counter Stool	218.75	240.65	306.25	
____	N71091	Diva Chair	192.75	212.05	269.85	
____	N710102	Santana Chair	179.10	197.00	250.75	
____	N710144	Diplomat Chair	247.50	272.25	346.50	
____	N71038	Cherry Barrel Chair	206.55	227.20	289.15	
		☐ Cranberry ☐ Taupe				
____	N71048	Gray Gaslift Stool w/Arms .	321.70	353.85	450.40	
____	N71047	Gray Gaslift Stool	282.65	310.90	395.70	
____	N71046	Gray Gaslift Chair w/Arms ..	233.85	257.25	327.40	
____	N71045	Gray Gaslift Chair	220.15	242.15	308.20	
____	N71044	Executive Chair	326.40	359.05	456.95	
____	N71089	Black Diamond Side Chair..	120.05	132.05	168.05	
____	N71090	Black Diamond Arm Chair..	151.80	167.00	212.50	

CHAIRS
Page 3

____	N71088	Black Diamond Stool	191.40	210.55	267.95	
____	C210108	Limerick® Chair.....	85.55	94.10	119.75	
		by *Herman Miller*				
____	C210112	Casey Padded Stool	110.75	121.85	155.05	
		☐ Black ☐ Gray				

LOUNGE SEATING
Page 3

____	N73091	Signature Loveseat	646.65	711.30	905.30	
____	N71093	Signature Chair	440.90	485.00	617.25	

TABLES
Page 4

____	N72026	Cherry Cocktail Table.....	196.65	216.30	275.30	
____	N72027	Cherry End Table.....	172.05	189.25	240.85	
____	N72015	Glass Conference Table.....	206.30	226.95	288.80	
		☐ Black ☐ Chrome				

TABLES
Page 5

____	N72028	Metro Slate Cocktail Table...	231.20	254.30	323.70	
____	N72029	Metro Slate End Table.....	200.00	220.00	280.00	
____	C115103	Studio Black Cocktail Table.	193.90	213.30	271.45	
____	C115104	Studio Black End Table.....	166.65	183.30	233.30	

TABLES
Page 5

Pedestal Tables - SoHo Series

____	N72066	Black-top Mini 18"W x 18"H	96.45	106.10	135.05	
____	N72069	Black-top Cafe 24"W x 30"H ...	176.25	193.90	246.75	
____	N72070	Black-top Bistro 24"W x 42"H	192.40	211.65	269.35	
____	N72067	Black-top Café Table 36"x30".	181.20	199.30	253.70	
____	N72068	Black-top Bistro 36"W x 42"H ..	197.75	217.55	276.85	

Pedestal Tables - Chelsea Series - Butcher Block Top

____	N72063	Café Table 30"W x 30"H	181.20	199.30	253.70	
____	N72064	Café Table 36"W x 30"H	181.20	199.30	253.70	
____	N720163	Bistro Table 30"W x 42"H	197.75	217.55	276.85	
____	N720164	Bistro Table 36"W x 42"H	197.75	217.55	276.85	

OFFICE FURNITURE
Page 6

____	N72093	Milano Table/Blonde Top	458.90	504.80	642.45	
____	N72092	Milano Table/Black Top	458.90	504.80	642.45	
____	N72094	Luna Table/Black Top	569.50	626.45	797.30	
____	N720191	Hemingway Writing Table	316.35	348.00	442.90	
____	N74061	Cherry Desk 5'	477.65	525.40	668.70	
____	N74065	Cherry Bookcase	226.20	248.80	316.70	
____	N74064	Cherry Credenza	430.50	473.55	602.70	
____	N74071	Oak Desk 5'	477.10	524.80	667.95	
____	N74075	Oak Bookcase	225.15	247.65	315.20	
____	N74074	Oak Credenza	427.50	470.25	598.50	

DISPLAY FURNITURE
Page 7

____	N72056	Display Counter.....	218.80	240.70	306.30	
____	N75079	Orion Computer Kiosk.....	436.30	479.95	610.80	
____	N75030	Black Display Cube/Small.....	221.60	243.75	310.25	
____	N75031	Black Display Cube/Medium....	237.35	261.10	332.30	
____	N75032	Black Display Cube/Large.....	268.85	295.75	376.40	

Display Cylinders

____	N75020	Black Display Cylinder/Low.	225.15	247.65	315.20	
____	N75021	Black Display Cylinder/Med.	225.15	247.65	315.20	
____	N75022	Black Display Cylinder/Lg....	225.15	247.65	315.20	

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FURNISHINGS

DISPLAY FURNITURE
Page 7 & 8 (continued)

Draped Tables - Tables are 24" wide
☐ Black ☐ Blue ☐ Burgundy ☐ Dark Green ☐ Flax
☐ Gold ☐ Gray ☐ Plum ☐ Red ☐ Teal ☐ White

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
____	C130330	Draped Table 3'L x 30"H.....	86.35	95.00	120.90	
____	C130430	Draped Table 4'L x 30"H.....	110.90	122.00	155.25	
____	C130630	Draped Table 6'L x 30"H.....	142.45	156.70	199.45	
____	C130830	Draped Table 8'L x 30"H.....	172.45	189.70	241.45	
____	C1240463	4th Side Drape 6'L x 30"H...	35.35	38.90	49.50	
____	C1240483	4th Side Drape 8'L x 30"H...	35.35	38.90	49.50	
____	C130342	Draped Counter 3'L x 42"H.	117.20	128.90	164.10	
____	C130442	Draped Counter 4'L x 42"H.	138.65	152.50	194.10	
____	C130642	Draped Counter 6'L x 42"H.	171.30	188.45	239.80	
____	C130842	Draped Counter 8'L x 42"H.	198.50	218.35	277.90	
____	C1240464	4th Side Drape 6'L x 42"H...	46.95	51.65	65.75	
____	C1240484	4th Side Drape 8'L x 42"H...	46.95	51.65	65.75	

Undraped Tables - Tables are 24" wide

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
____	C131330	Undraped Table 3'L x 30"H..	32.25	35.50	45.15	
____	C131430	Undraped Table 4'L x 30"H..	37.35	41.10	52.30	
____	C131630	Undraped Table 6'L x 30"H..	49.55	54.50	69.35	
____	C131830	Undraped Table 8'L x 30"H..	58.75	64.65	82.25	
____	C131342	Undraped Counter 3'Lx42"H	58.75	64.65	82.25	
____	C131442	Undraped Counter 4'Lx42"H	63.40	69.75	88.75	
____	C131642	Undraped Counter 6'Lx42"H	74.85	82.35	104.80	
____	C131842	Undraped Counter 8'Lx42"H	84.80	93.30	118.70	

Table Top Risers

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
____	C150410	Single Step Riser 4'L x 7"H	30.30	33.35	42.40	
____	C150610	Single Step Riser 6'L x 7"H	38.05	41.85	53.25	
____	C150810	Single Step Riser 8'L x 7"H	50.80	55.90	71.10	
____	C150414	Single Step Riser 4'L x14"H	N/A	N/A	N/A	
____	C150614	Single Step Riser 6'L x14"H	N/A	N/A	N/A	
____	C150814	Single Step Riser 8'L x14"H	N/A	N/A	N/A	
____	C150420	Double Step Riser 4'L	N/A	N/A	N/A	
____	C150620	Double Step Riser 6'L	N/A	N/A	N/A	
____	C150820	Double Step Riser 8'L	N/A	N/A	N/A	

ACCESSORIES
Pages 9 & 10

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
____	C220121	Chrome Stanchion w/belt ..	76.85	84.55	107.60	
____	C220118	Chrome Sign Holder	97.90	107.70	137.05	
____	N750135	Round Literature Rack	205.80	226.40	288.10	
____	N750136	Flat Literature Rack	182.05	200.25	254.85	
____	C220109	Chrome Coat Tree	36.45	40.10	51.05	
____	C220134	Chrome Easel	39.55	43.50	55.35	
____	C220110	Chrome Bag Rack	97.90	107.70	137.05	
____	N75053	Black Trash Receptacle	93.30	102.65	130.60	
____	N75054	Aluminum Trash Receptacle	93.30	102.65	130.60	
____	220107	Wastebasket	17.30	19.05	24.20	
____	220106	Corrugated Wastebasket.....	11.55	12.70	16.15	
____	N75057	Small Refrigerator	377.95	415.75	529.15	
____	N75052	Black Table Lamp	96.75	106.45	135.45	
____	N74082	File Cabinet/2 Drawer	133.20	146.50	186.50	
____	N74081	File Cabinet/4 Drawer	207.85	228.65	291.00	
____	10201484	Bulletin Board	213.80	235.20	299.30	

Special Drape
☐ Black ☐ Blue ☐ Burgundy ☐ Dark Green ☐ Flax
☐ Gold ☐ Gray ☐ Plum ☐ Red ☐ Teal ☐ White

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
____	12103	Special Drape 3'H (per ft.) ..	18.00	19.80	25.20	
____	12108	Special Drape 8'H (per ft.) ...	24.45	26.90	34.25	

TOTAL COST

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Sub-Total 8 % Tax Total Cost

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
SEATING						
Lisbon Group - Black Leather						
	81011	Chair	468.00	514.80	655.20	
	8303	Loveseat	629.05	691.95	880.65	
	8302	Sofa	698.45	768.30	977.85	
Newport Group -Charcoal Leather						
	8308	Loveseat	636.55	700.20	891.15	
	8109	Armless Chair	361.80	398.00	506.50	
	81010	Corner Chair	422.35	464.60	591.30	
South Beach Group - Platinum Suede						
	8301	Sofa	612.80	674.10	857.90	
	8151	Ottoman	267.35	294.10	374.30	
Key West Group - Black Fabric						
	8307	Loveseat	497.60	547.35	696.65	
	8306	Sofa	552.25	607.50	773.15	
	8103	Tub Chair	369.20	406.10	516.90	
Allegro Group - Blue Fabric						
	81019	Chair	211.10	232.20	295.55	
	83015	Sofa	336.95	370.65	471.75	
Marrakesh Group - Beige Fabric						
	810808	Chair	415.00	456.50	581.00	
	83062	Sofa	583.95	642.35	817.55	
Memphis Group - Black Fabric						
	810812	Chair	425.85	468.45	596.20	
	83064	Sofa (compact)	593.40	652.75	830.75	
Roma Group - White Vinyl						
	81020	Chair	236.10	259.70	330.55	
	83016	Sofa	361.90	398.10	506.65	
CASUAL SEATING						
Ottomans						
	8154	Square - Black Leather	295.30	324.85	413.40	
	8152	Square - White Leather	295.30	324.85	413.40	
	8155	Bench - Black Leather	367.60	404.35	514.65	
	8153	Bench - White Leather	367.60	404.35	514.65	
	81513	Half Round - Black Leather	383.95	422.35	537.55	
	81514	Half Round - White Leather	383.95	422.35	537.55	
Ottomans						
	81518	Vibe - Blue Vinyl	59.30	65.25	83.00	
	81520	Vibe - Pink Vinyl	59.30	65.25	83.00	
	81519	Vibe - Red Vinyl	59.30	65.25	83.00	
	81517	Vibe - Yellow Vinyl	59.30	65.25	83.00	
	81525	Vibe - OrangeVinyl	136.80	150.50	191.50	
	81511	Leather Cube - White Leather	106.40	117.05	148.95	
	81512	Leather Cube - Black Leather	106.40	117.05	148.95	
	81526	Edge LED Cube	196.80	216.50	275.50	

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
CASUAL SEATING (continued)						
Occasional Chairs						
	8101	T-vac Chair - Translucent/Chrome	299.80	329.80	419.70	
	810819	Globus Occasional Chair - White Vinyl/Chrome	398.85	438.75	558.40	
	8102	Madrid Chair - Black Leather	766.45	843.10	1,073.05	
	810816	Madrid Chair - White Leather	766.45	843.10	1,073.05	
	81017	Panton Chair - White Plastic	184.60	203.05	258.45	
	810814	ICE Side Chair - Transparent/Chrome	202.80	223.10	283.90	
	81090	New York Chair - Onyx/Maple Wood/Chrome	221.85	244.05	310.60	
	810707	ISO Mesh Pull-up Chair - Black Vinyl/Black Steel	386.20	424.80	540.70	
	810811	Berlin Stack Chair - White & Red Plastic/Chrome	105.40	115.95	147.55	
	810810	Berlin Stack Chair - White & Black Plastic/Chrome	105.40	115.95	147.55	
	810702	Jetson Chair - Black Vinyl/Black Steel	205.50	226.05	287.70	
	810835	Meeting Chair (/Espresso)	208.80	229.70	292.30	
	810836	Meeting Chair (Taupe.....)	273.60	300.95	383.05	
	810837	Razor Armless Chair	55.20	60.70	77.30	
	810838	Fusion Chair Black/White	144.00	158.40	201.60	
Conference Chairs						
	810807	Luxor Executive Chair - Black Leather	443.65	488.00	621.10	
	81075	Tilt Executive Chair - Onyx Fabric	325.90	358.50	456.25	
	81018	Flex Chair - Black Plastic/Chrome	150.60	165.65	210.85	
	81063	Altura Conference/Guest Chair - Black Fabric/Black Steel	433.15	476.45	606.40	
	810813	Perth Highback Chair - Black Leather/Chrome	425.85	468.45	596.20	
	81073	Altura Junior Executive Chair - Black Fabric	338.10	371.90	473.35	
Bars & Bar Stools						
	8501	Martini Bar - Grey metal rounded bar with frosted glass top and chrome legs	1,329.00	1,461.90	1,860.60	
	810100	Ohio Barstool - Grey Fabric/Chrome	166.85	183.55	233.60	
	810101	Ohio Barstool - Red Fabric/Chrome	166.85	183.55	233.60	
	810102	Ohio Barstool - Black Fabric/Chrome	166.85	183.55	233.60	
	810202	Shark Swivel Barstool - White Plastic/Chrome	141.45	155.60	198.05	
	810103	Banana Barstool - White Vinyl/Chrome	183.10	201.40	256.35	
	810104	Banana Barstool - Black Vinyl/Chrome	183.10	201.40	256.35	
	810815	ICE Barstool - Transparent/Chrome	216.25	237.90	302.75	
	810505	Gin Barstool - Maple Wood/Chrome	205.50	226.05	287.70	
	810706	Jetson Barstool - Black Vinyl/Black Steel	307.25	338.00	430.15	
	810200	Oslo Barstool - Blue Plastic/Chrome	230.40	253.45	322.55	
	810201	Oslo Barstool - White Plastic/Chrome	230.40	253.45	322.55	
	810834	Zoey Barstool	297.60	327.35	416.65	
Occasional End & Cocktail Tables						
	82015	Silverado End Table - Tempered Glass/Painted Steel	279.25	307.20	390.95	
	82014	Silverado Table - Tempered Glass/Painted Steel	296.50	326.15	415.10	
	82025	Geo End Table - Glass/Black Steel	263.30	289.65	368.60	
	82035	Geo End Table - Glass/Chrome	263.30	289.65	368.60	
	82024	Geo Table - Glass/Black Steel	279.25	307.20	390.95	
	82034	Geo Table - Glass/Chrome	279.25	307.20	390.95	
	82023	Inspiration End Table - Tempered Glass/Painted Steel	283.55	311.90	396.95	
	82022	Inspiration Table - Tempered Glass/Painted Steel	299.80	329.80	419.70	

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
TABLES, LIGHTING & MORE						
Occasional End & Cocktail Tables						
	82054	Sydney End Table - Black Laminate/Brushed Steel..	229.80	252.80	321.70	
	82055	Sydney End Table - White Laminate/Brushed Steel..	229.80	252.80	321.70	
	82052	Sydney Table - Black Laminate/Brushed Steel.....	277.10	304.80	387.95	
	82053	Sydney Table - White Laminate/Brushed Steel.....	277.10	304.80	387.95	
	82056	Candy Table.....	170.40	187.45	238.55	
	82057	Edge LED Lighted Table.....	196.80	216.50	275.50	
Conference Tables						
	82060	Nova White Oval Table - White Laminate/Chrome....	242.30	266.55	339.20	
	82033	Manhattan Table - Glass/Black Steel.....	336.65	370.30	471.30	
	82041	Geo Conference Table - Glass/Black Steel.....	476.80	524.50	667.50	
	82051	Geo Conference Table - Glass/Chrome.....	476.80	524.50	667.50	
	82058	Communal Table 30"H (Maple with Grommets).....	492.00	541.20	688.80	
	82059	Communal Table 42"H (Maple with Grommets).....	688.80	757.70	964.30	
	82067	Communal Table 30"H Maple.....	492.00	541.20	688.80	
	82068	Communal Table 42"H Maple.....	688.80	757.70	964.30	
	82063	Communal Table 30"H White.....	492.00	541.20	688.80	
	82066	Communal Table 42"H White.....	688.80	757.70	964.30	
Product Display						
	850604	Etagere - Black.....	346.05	380.65	484.45	
	850605	Etagere -Pewter.....	346.05	380.65	484.45	
	85078	Locking Door Pedestal - Black Laminate.....	476.80	524.50	667.50	
Refrigerator						
	8503001	Refrigerator - White.....	759.65	835.60	1,063.50	
Lighting						
	850707	Mason Table Lamp - White/Brushed Silver.....	66.55	73.20	93.15	
	850708	Mason Floor Lamp - White/Brushed Silver.....	97.75	107.55	136.85	

TOTAL COST		
_____ +	_____ =	_____
Sub-Total	8% Tax	Total Cost

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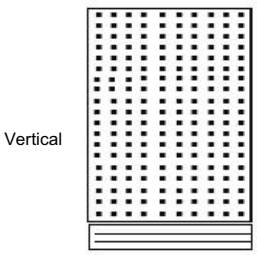
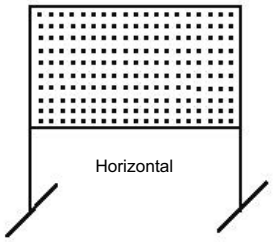
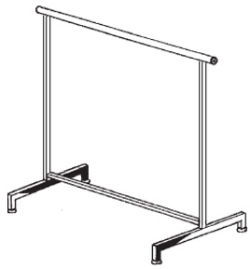
ACCESSORIES



PERFBOARD SINGLE SIDED



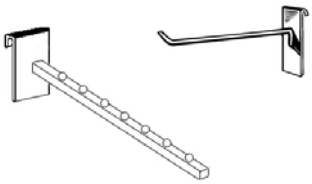
PERFBOARD SINGLE SIDED


CHROME GARMENT RACK

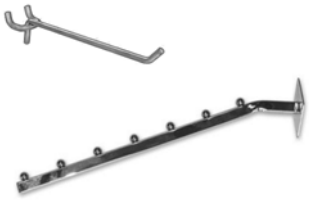
COLLAPSIBLE SECURITY CONTAINER

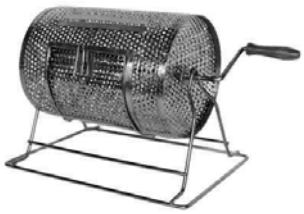
2 WAY STRAIGHT ARM

4 WAY SLANT ARM

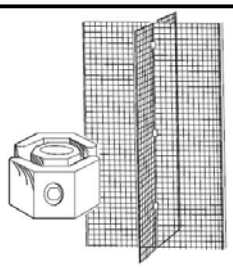

GRID ACCESSORIES

GRID LEGS


PERFBOARD HOOKS AND ACCESSORIES


TICKET TUMBLER

2' x 8' GRID PANELS


4 WAY CONNECTORS

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
PERFBOARDS / BULLETIN BOARDS						
____	10201178	1M x 8'H Single Side-Vert (White)...	212.35	233.60	297.30	____
____	10201179	1M x 8'H Single Side-Vert (Gray)....	N/A	N/A	N/A	____
____	10201182	1/2 M x 8'H Single Side-Vert.....	158.35	174.20	221.70	____
____	10201480	4' x 8' Single Side-Horz.....	210.35	231.40	294.50	____
____	102040	4" Single Hook.....	2.80	5.90	7.80	____
____	102060	6" Single Hook.....	2.80	5.90	7.80	____
____	102080	8" Single Hook.....	2.80	2.80	3.90	____
____	10205	12" Shelf Bracket.....	17.60	19.35	24.65	____
____	10207	7-Ball Waterfall Arm.....	32.50	35.75	45.50	____
GRIDS						
____	103028	Chrome Grid.....	94.50	103.95	132.30	____
____	103010	Black Grid.....	94.50	103.95	132.30	____
____	103011	White Grid.....	N/A	N/A	N/A	____
____	103040	Grid Legs (Chrome).....	36.65	40.30	51.30	____
____	103041	Grid Legs (Black).....	36.65	40.30	51.30	____
____	103042	Grid Legs (White).....	N/A	N/A	N/A	____
____	103030	Grid Connectors.....	11.85	13.05	16.60	____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
GRIDS (continued)						
____	10303	3-Ball Waterfall Arm.....	27.30	30.05	38.20	____
____	10305	5-Ball Waterfall Arm.....	29.10	32.00	40.75	____
____	10307	7-Ball Waterfall Arm.....	32.50	35.75	45.50	____
____	10309	Cleaver Clip.....	N/A	N/A	N/A	____
____	103044	4" Single Hook.....	2.80	3.10	3.90	____
____	103046	6" Single Hook.....	2.80	3.10	3.90	____
____	103048	8" Single Hook.....	2.80	3.10	3.90	____
ACCESSORIES						
____	151010	Collapsible Security Container.....	N/A	N/A	N/A	____
____	15905	Fish Bowl.....	30.70	33.75	43.00	____
____	159011	Ticket Tumbler - Small.....	115.95	127.55	162.35	____
____	10405	Garment Rack.....	126.35	139.00	176.90	____
____	10404	4-way Slant Arm.....	158.35	174.20	221.70	____
____	10403	2-way Straight Arm.....	125.85	138.45	176.20	____

TOTAL COST

_____ + _____ = _____

Sub-Total 8 % Tax Total Cost

FREEMAN accessories

Take advantage of the Online price by ordering at www.freemanco.com/store before MAY 05, 2014

FREEMAN

5040 W Roosevelt Rd
Chicago, IL 60644
(773) 473-7080 Fax: (469) 621-5603
FreemanChicagoES@freemanco.com

ONLINE PRICE DISCOUNT PRICE DEADLINE DATE
MAY 05, 2014

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **2014 ASCO Annual Meeting / May 31 - June 2, 2014**

COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: _____ X _____

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call **(773) 473-7080** to speak with one of our experts.

- For FREE samples or a quote on **orders over 1200 sq. ft.** please call our Exhibitor Sales Department at **(773) 473-7080.**
- **Orders received after the deadline or without payment will be charged the Standard Price and are subject to availability.**
- **Prestige and Custom Cut Classic Carpet are subject to a 100% Cancellation Charge.**
- **No MATERIAL HANDLING charges apply.** Rental prices are for the duration of the show and include delivery to and removal from your booth space.
- All Classic and Prestige carpets contain recycled content and are recyclable.

For fast, easy ordering, go to www.freemanco.com/store

PRESTIGE CARPET - *includes plastic covering, delivery, material handling, installation and removal***

- **Guaranteed new, high quality carpet available in a variety of designer colors.**

CHOOSE YOUR CARPET COLOR - *40 oz. Carpet:*

☐ Black ☐ Charcoal ☐ Gray Pearl ☐ Navy ☐ White

40 oz. Carpet Rental - Price per sq. ft. (100 sq. ft. minimum)		Online Price	Discount Price	Standard Price	Total
1 - 700 sq. ft.	Booth Size: ____ x ____ = ____ sq. ft. @	$ 4.80	$ 5.30	$ 6.70	_____
701 - 1200 sq. ft.	Booth Size: ____ x ____ = ____ sq. ft. @	$ 4.30	$ 4.75	$ 6.00	_____

CHOOSE YOUR CARPET COLOR - 28 oz. Carpet:

☐ Black ☐ Cardinal ☐ Charcoal ☐ Cream ☐ Gray Pearl
☐ Navy ☐ Toast ☐ Wedgewood ☐ White

28 oz. Carpet Rental - Price per sq. ft. (100 sq. ft. minimum)		Online Price	Discount Price	Standard Price	Total
1 - 700 sq. ft.	Booth Size: ____ x ____ = ____ sq. ft. @	$ 4.05	$ 4.45	$ 5.65	_____
701 - 1200 sq. ft.	Booth Size: ____ x ____ = ____ sq. ft. @	$ 3.55	$ 3.90	$ 4.95	_____

CUSTOM CUT CLASSIC CARPET - *includes plastic covering, delivery, material handling, installation and removal***

- **Our Custom Cut Classic Carpeting is available in custom cut sizes, and in a variety of standard colors.**

CHOOSE YOUR CARPET COLOR:

☐ Black ☐ Blue ☐ Gray ☐ Green ☐ Latte ☐ Midnight Blue ☐ Plum ☐ Red ☐ Red Pepper ☐ Tuxedo

Rental - Price per square foot (100 sq. ft. minimum)		Online Price	Discount Price	Standard Price	Total
16 oz. Carpet Rental					
Per sq. ft.	Booth Size: ____ x ____ = ____ sq. ft. @	$ 2.90	$ 3.20	$ 4.05	_____

CLASSIC CARPET - *includes delivery, material handling, installation and removal***

- **Our 16 oz. Classic Carpeting is available in a variety of standard colors in the following standard sizes.**

CHOOSE YOUR CARPET COLOR:

☐ Black ☐ Blue ☐ Gray ☐ Green ☐ Latte ☐ Midnight Blue ☐ Plum ☐ Red ☐ Red Pepper ☐ Tuxedo

Qty	Description	Online Price	Discount Price	Standard Price	Total
_____	9' x 10' Classic Carpet	$ 191.60	$ 210.75	$ 268.25	_____
_____	9' x 20' Classic Carpet	$ 383.05	$ 421.35	$ 536.25	_____
_____	9' x 30' Classic Carpet	$ 574.70	$ 632.15	$ 804.60	_____
_____	9' x 40' Classic Carpet	$ 766.20	$ 842.80	$ 1,072.70	_____

CARPET PADDING AND PLASTIC COVERING - *includes delivery, material handling, installation and removal*

- **Price is per sq. ft.**

Qty	Description	Online Price	Discount Price	Standard Price	Total
_____	Carpet Padding - 1/2" (90 - 700 sq. ft.).....	$ .95	$ 1.05	$ 1.35	_____
_____	Carpet Padding - 1/2" (Over 700 sq. ft.).....	$ .75	$ .85	$ 1.05	_____
_____	Plastic Covering	$ .40	$ .45	$ .55	_____

Our carpet padding consists of 95 -100% recycled urethane foam and is also 100% recyclable according to the manufacturer's specifications. Our plastic floor covering contains up to 60% recycled content.

****All utility lines must be installed before carpet installation. Utilities should be ordered in advance.****

TOTAL COST

_____ (Sub- Total) + _____ (8% Tax) = _____ (Total Cost)

FREEMAN carpet

Take advantage of the Online price by ordering at www.freemanco.com/store before MAY 05, 2014

FREEMAN

5040 W Roosevelt Rd
Chicago, IL 60644
(773) 473-7080 Fax: (469) 621-5603
FreemanChicagoES@freemanco.com

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **2014 ASCO Annual Meeting / May 31 - June 2, 2014**

COMPANY NAME: BOOTH #: BOOTH SIZE: X

CONTACT NAME : PHONE #:

E-MAIL ADDRESS :

For Assistance, please call (773) 473-7080 to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

CLEANING SERVICES

- Cleaning Services include vacuuming of booth area and emptying wastebasket at time of vacuuming.
- Prices are based on total square footage of booth regardless of area to be cleaned.
- 100 sq. ft. minimum.
- Our exclusive cleaning contract for this show will not permit other service contractors, including exhibitor appointed contractors to provide this service.
- **Show Site Prices will apply to all cleaning orders placed at show site.**

VACUUMING *(per sq. ft. - 100 sq. ft. minimum)*

Qty (sq. ft.)	Part #	Description	Advance Price	Show Site Price	Total
		•Includes emptying of your booth's wastebasket(s) at the time of vacuuming.			
_____	610100	Booth Vacuuming - One Time	.60	.85	_____
_____	610200	Booth Vacuuming - 2 Days	1.20	1.70	_____
_____	610300	Booth Vacuuming - 3 Days	1.80	2.55	_____
_____	610400	Booth Vacuuming - 4 Days	N/A	N/A	_____

SHAMPOOING *(per sq ft - 100 sq ft minimum)*

Qty (sq. ft.)	Part #	Description	Advance Price	Show Site Price	Total
_____	630100	Shampoo Carpet - One Time	.90	1.25	_____
_____	630200	Shampoo Carpet - 2 Days	N/A	N/A	_____
_____	630300	Shampoo Carpet - 3 Days	N/A	N/A	_____

PORTER SERVICE *(per day)*

Qty (# days)	Part #	Description	Advance Price	Show Site Price	Total
		• Includes emptying of your booth's wastebasket(s) and policing of your exhibit area at two-hour intervals during show hours.			
_____	620500	Exhibit Area / Under 500 sq.ft.	160.40	224.55	_____
_____	6201500	Exhibit Area / 501 - 1,500 sq. ft.	173.45	242.85	_____
_____	6202500	Exhibit Area / 1,501 - 2,500 sq. ft.	206.90	289.65	_____
_____	6203500	Exhibit Area / Over 2,500 sq.ft.....			Call for Quote

TOTAL COST

_____ + _____ = _____

Sub-Total N/A %Tax Total Cost

FREEMAN cleaning

FREEMAN

5040 W Roosevelt Rd
Chicago, IL 60644
(773) 473-7080 Fax: (469) 621-5603
FreemanChicagoES@freemanco.com

DISCOUNT PRICE DEADLINE DATE

MAY 05, 2014

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **2014 ASCO Annual Meeting / May 31 - June 2, 2014**

COMPANY NAME: BOOTH #: BOOTH SIZE: X

CONTACT NAME : PHONE #:

E-MAIL ADDRESS :

For Assistance, please call **(773) 473-7080** to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

All Exhibits Include: installation & dismantle of exhibit, material handling of exhibit, 9' x 10' or 9' x 20' classic carpet with nightly vacuuming, 2 arm lights (per 10' unit), power (500 watts) for lights ONLY and labor to hang arm lights.

To place your order, please check the appropriate box and complete the remaining selections at the bottom of the form.

RENTAL EXHIBITS

		Discount Price	Standard Price		Discount Price	Standard Price	
Package 1	☐ **10' x 10'**	2,208.80	3,092.30	☐ **10' x 20'**	5,088.15	7,123.40	
Package 2	☐ **10' x 10'**	1,546.50	2,165.10	☐ **10' x 20'**	2,984.80	4,178.70	
Package 3	☐ **10' x 10'**	2,195.75	3,074.05	☐ **10' x 20'**	4,283.35	5,996.70	
Package 4	☐ **10' x 10'**	2,001.55	2,802.15	☐ **10' x 20'**	3,894.95	5,452.95	
Package 5	☐ **10' x 10'**	2,312.75	3,237.85	☐ **10' x 20'**	4,533.60	6,347.05	
Package 6	☐ **10' x 10'**	2,411.00	3,375.40	☐ **10' x 20'**	4,766.40	6,672.95	

CHOOSE YOUR PANEL

☐ Black Fabric ☐ Blue Fabric ☐ Gray Fabric ☐ White Hardwall ☐ White Perfboard

CARPET

Our Classic Carpet and nightly vacuuming are included in the price of your Rental Exhibit. The following colors are available:

Check color choice

☐ Black ☐ Blue ☐ Gray ☐ Green ☐ Latte

☐ Midnight Blue ☐ Plum ☐ Red ☐ Red Pepper ☐ Tuxedo

You may want to add padding or upgrade your carpet to one of our 15 designer colors in our PRESTIGE carpet line. Now available in **28 oz.** and **40 oz.** weight. Refer to our enclosed Carpet order form for color selections and pricing.

Our carpet padding consists of 95 - 100% recycled urethane foam and is also 100% recyclable according to the manufacturer's specifications. Our plastic floor covering contains up to 60% recyclable content.

LIGHTING

Each Rental Exhibit includes 2 Arm Lights (per 10' unit).

Note: Power and labor to hang the lights are included in our standard rental exhibit package price. Power consumption not to exceed 500 Watts.

Additional power must be ordered separately.

HEADER IDENTIFICATION SIGN

Indicate which color lettering you would like. We have a wide variety of standard colors available:

☐ Black ☐ Blue ☐ Brown ☐ Burgundy ☐ PMS Color _____

☐ Red ☐ Teal ☐ White ☐ Dark Green ☐ Font Type _____

*Unless font type is indicated, Helvetica will be used.

Indicate exactly how you want your company name to appear:

ENHANCE YOUR EXHIBIT

Enhance your exhibit and have an Exhibitor Sales Specialist contact you for pricing by checking any of the following boxes:

☐ Slatwall & Shelves ☐ Cabinets & Counters ☐ Specialty Colored Metal ☐ Recyclable Graphics

☐ Colored Panels ☐ Creating a Custom Exhibit ☐ Graphics & Custom Logo ☐ White Eco-Board

The product offered has recyclable content or has eco-friendly attributes and is 100% recyclable according to manufacturer's specifications.

TOTAL COST

_____ (Sub-Total) + _____ (8 % Tax) = _____ (Total Cost)

FREEMAN rental exhibits

FREEMAN

5040 W Roosevelt Rd
Chicago, IL 60644
(773) 473-7080 Fax: (469) 621-5603
FreemanChicagoES@freemanco.com

DISCOUNT PRICE DEADLINE DATE
MAY 05, 2014

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **2014 ASCO Annual Meeting / May 31 - June 2, 2014**

COMPANY NAME: BOOTH #: BOOTH SIZE: X

CONTACT NAME : PHONE #:

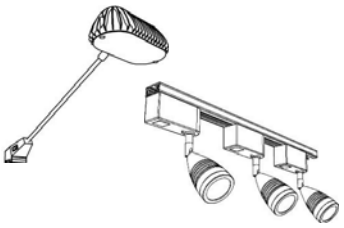
E-MAIL ADDRESS :

For Assistance, please call (773) 473-7080 to speak with one of our experts.

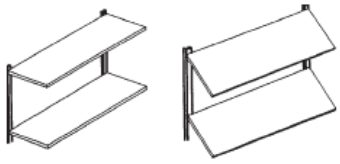
For fast, easy ordering, go to www.freemanco.com/store

ACCESSORIES FOR RENTAL UNITS

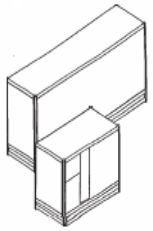
LIGHTS (use only on rentals)



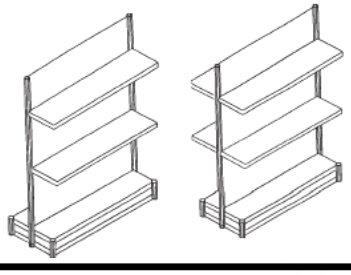
SHELVES (use only on rentals)



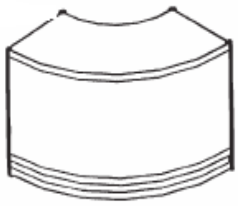
CABINETS



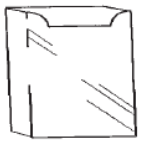
GONDOLAS



RADIUS CABINET (does not have doors)



LITERATURE POCKETS



LIGHT FIXTURES
(electrical service & labor to install lights not included)

Qty	Part #	Description	Discount Price	Standard Price	Total
___	172512	Arm Light	94.75	132.65	
___	172514	4' Tracklight (3 lights)	288.10	403.35	
___	17252	Halogen Light	N/A	N/A	

CABINETS & LOCKS

Cabinets
☐ Black Fabric ☐ Blue Fabric ☐ Gray Fabric ☐ White PVC

Qty	Part #	Description	Discount Price	Standard Price	Total
___	17305	1M x ½M x 36" High.....	497.70	696.80	
___	17306	1M x ½M x 42" High.....	557.25	780.15	
___	17308	2M x ½M x 36" High.....	626.75	877.45	
___	17309	2M x ½M x 42" High.....	656.30	918.80	
___	173010	1M Radius x ½M x 36" High.	465.95	652.35	
___	173011	1M Radius x ½M x 42" High..	545.10	763.15	
		(Radius Cabinets do not have doors)			
___	17301	Cabinet Lock	21.30	29.80	
		Inside Shelves Available ..... Quoted on Request			

GONDOLAS

Gondolas
☐ Blue Fabric ☐ Gray Fabric ☐ Perfboard ☐ White PVC

Qty	Part #	Description	Discount Price	Standard Price	Total
___	174541	Single Sided 1M x 4' High...	338.00	473.20	
___	174542	Double Sided 1M x 4' High..	422.55	591.55	
___	174581	Single Sided 1M x 8' High...	468.05	655.25	
___	174582	Double Sided 1M x 8' High..	585.10	819.15	

SHELVES

Qty	Part #	Description	Discount Price	Standard Price	Total
___	17201	1M Straight (37" x12")	74.50	104.30	
___	17206	1M Angled (37" x 12")	86.35	120.90	

LITERATURE POCKETS

Qty	Part #	Description	Discount Price	Standard Price	Total
___	174015	For 8½ x 11 Literature	29.90	41.85	

TOTAL COST

_____ (Sub-Total) + _____ (8% Tax) = _____ (Total Cost)

Don't see what you need?
Please call an Exhibitor Sales Specialist at (773) 473-7080.

05/10 (301115)

**** Remember to make a selection for items with checkboxes. Otherwise, a selection will be made for you.***

FREEMAN exhibit accessories

FREEMAN

5040 W Roosevelt Rd
Chicago, IL 60644
(773) 473-7080 Fax: (469) 621-5603
FreemanChicagoES@freemanco.com

DISCOUNT PRICE DEADLINE DATE
MAY 05, 2014

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **2014 ASCO Annual Meeting / May 31 - June 2, 2014**

COMPANY NAME: BOOTH #: BOOTH SIZE: X

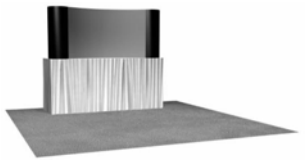
CONTACT NAME : PHONE #:

E-MAIL ADDRESS :

For Assistance, please call (773) 473-7080 to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

TABLE TOP UNIT



RENTAL

Size	DiscountPrice	Standard Price	QTY	TOTAL
40"H x 6'W	1,012.40	1,417.35		
40"H x 8'W	1,181.15	1,653.60		

PURCHASE*

Size	Discount Price	Standard Price	QTY	TOTAL
40"H x 6'W	1,266.60	1,773.25		
40"H x 8'W	1,434.20	2,007.90		

*Shipping Not Included

Rental Units Include:
Draped Table (select color below)
Classic Carpet 9' X 10 '(select color below)
Installation & Dismantle of Exhibit
Material Handling of Exhibit
Nightly Vacuuming
1-200 Watt Halogen Light (Power (500 watts) for LIGHTS only and Labor to hang lights)

Purchase Units Include:
1-Case
One Time Installation & Dismantle

Header Identification Sign - (white with black text) Indicate copy below:

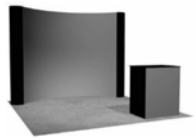
Fabric Panel Colors for All Units: ☐ Black ☐ Gray

Additional Fabric Panel Colors for Purchase Units Only:
☐ Blaze Red ☐ Blueberry ☐ Emerald ☐ Silver
***Other Colors Also Available for Purchase Units**

9' x 10' Classic Carpet: ☐ Black ☐ Blue ☐ Green ☐ Gray ☐ Latte ☐ Midnight Blue ☐ Plum ☐ Red ☐ Red Pepper ☐ Tuxedo

Table Drape:
☐ Black ☐ Blue ☐ Burgundy ☐ Dark Green ☐ Flax ☐ Gold ☐ Gray ☐ Plum ☐ Red ☐ Teal ☐ White

FLOOR UNIT



RENTAL

Size	Discount Price	Standard Price	QTY	TOTAL
8'H x 8'W	1,689.60	2,365.45		
8'H x 10'W	2,020.25	2,828.35		

PURCHASE*

Size	Discount Price	Standard Price	QTY	TOTAL
8'H x 8'W	2,871.75	4,020.45		
8'H x 10'W	3,371.25	4,719.75		

*Shipping Not Included

Rental Units Include:
Classic Carpet 9' X 10' (select color below)
Installation & Dismantle of Exhibit
Material Handling of Exhibit
Nightly Vacuuming
1-Podium - 8'H X 10'W unit only
2-200 Watt Halogen Lights (Power (500 watts) for LIGHTS only and Labor to hang lights)

Purchase Units Include:
2-Cases
One Time Installation & Dismantle
1-Podium - 8'H X 10'W unit only

Header Identification Sign - (white with black text) Indicate copy below:

Fabric Panel Colors for All Units: ☐ Black ☐ Gray

Additional Fabric Panel Colors for Purchase Units Only:
☐ Blaze Red ☐ Blueberry ☐ Emerald ☐ Silver
***Other Colors Also Available for Purchase Units**

9' x 10' Classic Carpet: ☐ Black ☐ Blue ☐ Green ☐ Gray ☐ Latte ☐ Midnight Blue ☐ Plum ☐ Red ☐ Red Pepper ☐ Tuxedo

• All Classic carpet contain recycled content and are recyclable.

CUSTOM GRAPHIC / PHOTO PANELS

☐ Our custom graphic panels can dramatically enhance your exhibit's appearance.
Please check the box to have an Exhibitor Sales Specialist contact you to assist in creating a unique exhibit.

OPTIONAL ACCESSORIES

		RENTAL				PURCHASE			
Part #	Description	Qty	Discount Price	Standard Price	Total	Qty	Discount Price	Standard Price	Total
1715800	2-200 Watt Halogen Light Kit		192.35	269.30			273.30	382.60	
1715801	1-200 Watt Halogen Light Kit		101.25	141.75			199.10	278.75	
1715802	Straight Shelf		77.60	108.65			138.30	193.60	
1715803	Angled Shelf		77.60	108.65			138.30	193.60	

QUICK TIPS

* If shipping literature or products, material handling rates will apply.
* Order in advance to save time, money and ensure availability. **Orders received after the deadline date or without payment will be charged the Standard Price.**

PURCHASE UNITS TOTAL COST				
Sub-Total	+	9.25% Tax	=	Total Cost

RENTAL UNITS TOTAL COST				
Sub-Total	+	8% Tax	=	Total Cost

FREEMAN totalflex

F R E E M A N
5040 West Roosevelt Road
Chicago, Illinois 60644-1436
(773) 473-7080 • Fax (469) 621-5603
Email: FreemanChicagoES@freemanco.com

DISCOUNT PRICE DEADLINE DATE APRIL 25, 2014

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

FREEMAN fabric solutions

NAME OF SHOW: **2014 ASCO Annual Meeting / May 31 - June 2, 2014**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 773-473-7080 to speak with one of our experts.

For fast, easy ordering go to www.freemanco.com/store

STANDARD PURCHASE -- Standard Framing, Sizes, and Fabric

- Single-sided graphics, frame hardware and harness included.
- Complete the "Hanging Sign" order form. (Labor and hardware to hang sign are NOT included.)
- Orders received after the deadline date are subject to availablity and will be charged standard prices.

An Exhibitor Sales Specialist will contact you for details.

☐ Square Signs

Quantity	Length	Height	All Sides (Linear Ft.)	Discount Price	Standard Price	Total
_____	10' x 10'	3'	40'	$6,167.60	$9,251.40	_____
_____	10' x 10'	4'	40'	$7,327.35	$10,991.05	_____
_____	15' x 15'	3'	60'	$8,728.95	$13,093.45	_____
_____	15' x 15'	4'	60'	$10,301.45	$15,452.20	_____

☐ Rectangle Signs

Quantity	Length	Height	All Sides (Linear Ft.)	Discount Price	Standard Price	Total
_____	10' x 15'	3'	50'	$7,772.80	$11,659.20	_____
_____	10' x 15'	4'	40'	$9,022.50	$13,533.75	_____

○ Circle Signs

Quantity	Diameter	Height	Circumference (Linear Ft.)	Discount Price	Standard Price	Total
_____	10'	3'	31.42'	$5,448.80	$8,173.20	_____
_____	10'	4'	31.42'	$6,295.90	$9,443.85	_____
_____	15'	3'	47.12'	$7,681.70	$11,522.55	_____
_____	15'	4'	47.12'	$8,894.35	$13,341.55	_____

△ Triangle Signs

Quantity	Length	Height	All Sides (Linear Ft.)	Discount Price	Standard Price	Total
_____	10' x 10'	3'	30'	$4,744.65	$7,117.00	_____
_____	10' x 10'	4'	30'	$5,533.20	$8,299.80	_____
_____	15' x 15'	3'	45'	$7,337.45	$11,006.20	_____
_____	15' x 15'	4'	45'	$10,458.95	$15,688.45	_____

∿ Serpentine Signs

Quantity	Length	Height	Double Sided (Linear Ft.)	Discount Price	Standard Price	Total
_____	15'	3'	30'	$3,991.00	$5,986.50	_____
_____	15'	4'	30'	$5,010.15	$7,515.25	_____
_____	20'	3'	40'	$6,007.90	$9,011.85	_____
_____	20'	4'	40'	$7,063.00	$10,594.50	_____
_____	30'	3'	60'	$7,867.30	$11,800.95	_____
_____	30'	4'	60'	$9,518.50	$14,277.75	_____

Total: _____ **x 9.25%(Tax)** _____ **=** _____

CUSTOM PURCHASE -- Custom Framing, Various Custom Sizes, and Fabrics

☐ Please check the box to have an Exhibitor Sales Specialist contact you regarding FREE Samples of materials and/or quotes.

FREEMAN
5040 West Roosevelt Road
Chicago, Illinois 60644
Ph: (773) 473-7080 • Fax: (469) 621-5603
FreemanChicagoES@freemanco.com

ONLINE PRICE
DISCOUNT PRICE
DEADLINE DATE
MAY 5, 2014

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **2014 ASCO Annual Meeting / May 31 - June 2, 2014**

COMPANY NAME: BOOTH #:

CONTACT NAME: PHONE #:

E-MAIL ADDRESS:

For Assistance, please call (773) 473-7080 to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

SHOWCASES

FULL VISION CASE

HALF VISION CASE

TOWER CASE

QUARTER VISION CASE

CORNER VISION CASE

WALLCASE

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total

FULL VISION CASE

1-8” & 1-10” Glass Shelf with Adjustable Brackets
26” High Front Glass Display Section
Case is 20” Deep
Available in 4’, 5’ and 6’ lengths

_____	101043	4’	$531.50	$584.65	$744.10	$ _____
_____	101051	5’	$531.50	$584.65	$744.10	$ _____
_____	101061	6’	$531.50	$584.65	$744.10	$ _____

HALF VISION CASE

1-10” Glass Shelf with Adjustable Brackets
18” High Front Glass Display Section
Case is 20” Deep
Available in 4’, 5’ and 6’ lengths

_____	101042	4’	$531.50	$584.65	$744.10	$ _____
_____	101050	5’	$531.50	$584.65	$744.10	$ _____
_____	101060	6’	$531.50	$584.65	$744.10	$ _____

TOWER CASE

Dimensions are 20”L x 20”D x 80”H
3 Glass Shelves
Lights
Locks
Available in 20 x 20 Square Only

_____	1010200	20 x 20	$696.85	$766.55	$975.60	$ _____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total

QUARTER VISION CASE

12” High Front Glass Display Section
Case is 20” Deep
Available in 4’, 5’ and 6’ lengths

_____	101044	4’	$531.50	$584.65	$744.10	$ _____
_____	101052	5’	$531.50	$584.65	$744.10	$ _____
_____	101062	6’	$531.50	$584.65	$744.10	$ _____

CORNER VISION CASE

Includes Rear Access and Glass Shelves
Case is 20” Deep
Available in Full, Half, and Quarter Sizes
*Cases on the sides in picture above are not included

_____	101091	Full	$649.60	$714.55	$909.45	$ _____
_____	101090	Half	$649.60	$714.55	$909.45	$ _____
_____	101092	Quarter	$649.60	$714.55	$909.45	$ _____

WALLCASE

Dimensions are 48”L x 20”D x 72” H
(4) 12” Glass Shelves
Adjustable Brackets
Lights
Locks
60” High Sliding Glass Doors
Available in See-Thru (pictured above) and Solid

_____	1010203	Solid	$673.25	$740.60	$942.55	$ _____
_____	1010204	See-Thru	$673.25	$740.60	$942.55	$ _____

- All showcases are 20”D x 38”H, have lights, locks, sliding mirror doors, gray exterior, and off-white interior aluminum frames.
- All keys must be left with the showcase or a charge of $10.00 will be assessed.
- Electrical hook-up is **NOT** included. Please order electrical hook-up service from the electrical contractor.

TOTAL COST

*Sub-Total*_____ *+ Tax (8%)*_____ *= TOTAL* _____

FREEMAN showcases

Take advantage of the Online price by ordering online at www.freemanco.com/store

FREEMAN

5040 W Roosevelt Rd
Chicago, IL 60644
(773) 473-7080 Fax: (469) 621-5603
FreemanChicagoES@freemanco.com

DISCOUNT PRICE DEADLINE DATE
MAY 05, 2014

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **2014 ASCO Annual Meeting / May 31 - June 2, 2014**

COMPANY NAME: BOOTH #: BOOTH SIZE: X

CONTACT NAME : PHONE #:

E-MAIL ADDRESS :

For Assistance, please call (773) 473-7080 to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

GRAPHICS

To order your graphics, complete this order form and attach your sign copy or electronic file.
Please see artwork guidelines for electronic files on page 2 of this form.
Note: All graphics are subject to a 100% Cancellation Charge.

DIGITAL GRAPHICS

Freeman has the capabilities to provide you with the finest digital graphic reproduction available. Capabilities include four-color, photo-quality, high-resolution digital printing virtually any size for banners, signage, exhibit graphics and more.

_____ **L X** _____ **W =** _____ **sq.ft.**

sq. ft. _____ **x** $ **15.35** **per sq. ft. discount price** **or** $ **23.05** **per sq. ft. standard price** **= $** _____

- **Minimum order per graphic 9 sq. ft. (1296 sq. in.)**
- **Double sq. ft. for double-sided graphics**
- **Round sq. ft. to next whole increment**
- **File conversion, retouching, cloning or color correcting may incur additional labor charges. (See reverse side for graphic guidelines.)**

LARGE DIGITAL GRAPHICS

Please call an Exhibitor Sales Specialist for price quotes on graphics over 80 sq. ft.

File Information:

Electronic File Name _____

Application _____

PMS Colors _____

Backing Material:

- ☐ Foamcore
- ☐ PVC
- ☐ Gatorfoam
- ☐ Ultra-Board
- ☐ Masonite
- ☐ Plexi
- ☐ Eco-Board
- ☐ Other

The product offered has recycled content or has eco-friendly attributes and is 100% recyclable according to the manufacturer's specifications.

Vertical ☐ Horizontal ☐ Use Your Judgment For Sign Layout ☐

Special Instructions _____

STANDARD SIZES

CHOOSE YOUR SIZE:	QTY.		Discount Price	Standard Price	=	TOTAL
7" x 11"	_____	@	28.45	42.70	=	_____
7" x 22"	_____	@	28.45	42.70	=	_____
7" x 44"	_____	@	39.95	59.95	=	_____
9" x 44"	_____	@	51.60	77.40	=	_____
11" x 14"	_____	@	28.45	42.70	=	_____
14" x 22"	_____	@	39.95	59.95	=	_____
14" x 44"	_____	@	79.85	119.80	=	_____
22" x 28"	_____	@	79.85	119.80	=	_____
28" x 44"	_____	@	161.30	241.95	=	_____
20" x 60" (white only)	_____	@	161.30	241.95	=	_____

Note: File conversion, retouching, cloning or color may incur additional labor charges. (See reverse side for graphic guidelines.)

INDICATE YOUR SIGN COPY HERE:

* Please feel free to attach additional sign copy on separate page.

Vertical ☐ Horizontal ☐ Use Your Judgment For Sign Layout ☐

Background Color: _____

Lettering Color: _____

TOTAL COST

_____ Sub-Total + _____ 9.25 % Tax = _____ Total Cost

FREEMAN graphics

CUSTOMER GUIDELINES FOR SUBMITTING GRAPHICS ARTWORK

Our desire is to provide you with the best possible quality graphics for your event or exhibit. You can help us in that effort by providing digital art files using the following guidelines. If you are sending us completed, print-ready files, please pass the following information on to your graphics designer. Two overall considerations for submitting acceptable artwork involves proper resolution or size of the file to avoid poor quality images, and proper color matching information and proofs to ensure accurate color reproduction.

PLEASE PROVIDE THE FOLLOWING WHEN SUBMITTING ART

Minimum requirements for original artwork, such as logos, when Freeman is providing design and layout:

- 300 dpi resolution at a size of 8 x 10 inches (higher resolution files will result in improved final product)

Minimum requirements for final artwork that Freeman will reproduce exactly as provided:

- 100 dpi resolution at full size of actual finished product

Minimum requirements for both:

- All related PMS and/or CMYK color codes (if submitting CMYK values, please supply accurate color swatches.)
- Accurate color proof print of artwork
- Contact name, phone number and e-mail address of art creator if applicable
- If submitting a “vector” file, include all fonts, or convert fonts to outlines or paths

ACCEPTABLE FILE SOFTWARE FORMATS

We are capable of working with both PC and MAC based software, and can accept art created with the following software programs (listed in order of preference):

- ADOBE—Illustrator, InDesign, and Photoshop
- COREL DRAW
- QUARK XPRESS

Files should always be saved in their native format.

ACCEPTABLE FILE TYPES

Files that Freeman **can use** in order of preference, include:

- EPS and AI (especially when submitting logos)
- TIF (especially when submitting photos)
- JPG (provided resolution is high enough for photo images; not recommended for logos)

File types that Freeman **cannot use** to reproduce high quality graphics include:

- GIF files
- Microsoft Office software files such as Word (.doc), or PowerPoint (.ppt) file types
- Self-extracting files, such as EXE or SEA files

WAYS TO SEND ARTWORK

• Artwork files that are of acceptable resolution as listed above will typically be too large to send via e-mail. Files may be saved and sent via overnight delivery on either a CD-ROM or a DVD, along with the hard-printed proof copy. (Floppy disks and zip drives are not a good option for sending large graphics files.)

•Files may also be posted to Freeman’s FTP site. You may get the password and other needed information from your Freeman service representative in order to post files. However, a hard copy proof and backup of the files on CD-Rom/DVD are required and must be sent via overnight delivery in addition to posting the electronic files. Please call (773) 473-7080 for assistance.

EXHIBITOR BOOTH SET-UP / DISMANTLE INFORMATION

There are two options available to exhibitors to have their displays set-up and taken down at McCormick Place. Exhibitors can either set-up / dismantle their display with their own employees, or the exhibitor can hire union labor. The guidelines for both options are detailed below. If you have any questions, please contact Freeman.

(1) Consistent with safety and the skills and training necessary to perform the task, as determined by the Authority, an exhibitor and exhibitor employees ("Exhibitor employee" means any person who has been employed by the exhibitor as a full-time employee for a minimum of 6 months before the show's opening date) are permitted in a booth of any size with the use of the exhibitor's ladders and hand tools to:

- **(i) Set-up and dismantle exhibits displayed on Authority premises;**
- **(ii) Assemble and disassemble materials, machinery, or equipment on Authority premises; and**
- **(iii) Install all signs, graphics, props, balloons, other decorative items, and the exhibitor's own drapery, including the skirting of exhibitor tables, on the Authority's premises.**

(2) An exhibitor and exhibitor employees are permitted in a booth of any size to deliver, set-up, plug in, interconnect, and operate an exhibitor's electrical equipment, computers, audio-visual devices, and other equipment.

(3) An exhibitor and exhibitor employees are permitted in a booth of any size to skid, position, and re-skid all exhibitor material, machinery, and equipment on Authority premises.

Please note: (4) An exhibitor and exhibitor employees are prohibited at any time from using scooters, forklifts, pallet jacks, condors, scissor lifts, motorized dollies, or similar motorized or hydraulic equipment on Authority premises.

UNION JURISDICTIONS AT McCORMICK PLACE

Should you choose to utilize a contractor for your labor, the following guidelines apply at McCormick Place. (see McCormick Place forms for jurisdictions pertaining to services provided by McCormick Place):

McCormick Place is a union building, and jurisdictions are clearly established.
Straight Time, Overtime and Double Time Labor Invoicing will be in compliance per MPEA Legislation.

Above all, there should be no need for disputes. If there is a disagreement, contact your Floor Manager. They will contact the appropriate contractor, who will take up the matter with the appropriate union official. There are established procedures for settling disagreements and using them will prevent problems.

RIGGERS
Responsible for uncrating, unskidding, positioning and reskidding of all machinery.

TEAMSTERS
Responsible for the handling of all material (except machinery) in and out of the exhibit hall.

DISPLAY LABOR (Unified Labor Force Combining Carpenters and Decorators)

Responsible for uncrating of exhibits and display materials; installing and dismantling exhibits, including cabinets, fixtures, shelving units, furniture; laying of floor tile and carpets; hanging and installation of non-electric signs; recrating of exhibits and machinery; installing and dismantling scaffolding, bleachers and ganging of chairs; installing of all drape, cloth and/or tacked fabric panels; and velcro signs.

HANGING SIGNS
Depending on the type of hanging sign, it will be assembled & installed by decorators or electricians. See Freeman hanging sign form and/or McCormick Place forms for jurisdictions.

CLEANING/PORTER SERVICE
Freeman is the exclusive cleaning contractor. No other cleaning services, including exhibitor appointed contractors are allowed to perform these services.

ELECTRICIANS
Labor must be ordered for the following: Distribution of electrical services overhead and under flooring, connection of all service to the building, connection of all services 208v and higher, assembly of truss, lighting, etc. that is suspended from the building structure.

SPECIAL NOTES: All labor is entitled to certain break times and lunch breaks. Below is an approximate schedule:

Morning Breaks (approximately):	**9:30 a.m.**	**to**	**9:45 a.m.**
Lunch Schedules (approximately):	**12:00 Noon**	**to**	**12:30 p.m.**
Afternoon Breaks (approximately):	**2:30 p.m.**	**to**	**2:45 p.m.**

LEGISLATIVE CHANGES AT McCORMICK PLACE, CHICAGO, IL

STRAIGHT TIME WINDOW - EFFECTIVE 11/30/11

The Illinois General Assembly, the contractors, MPEA and the unions have all agreed to enact changes to expand the straight time window available to exhibitors. These windows are as follows:

Teamsters			
Sunday	Monday - Friday	Saturday	Holidays
Double Time for all time worked	Straight Time 6:00 am - 10:00 pm for any consecutive 8 hour period	Over Time for all time worked	Double Time for all time worked
	After the first 8 hours worked, Overtime until midnight		New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day
	Double Time from midnight to 6:00 am		

Riggers			
Sunday	Monday - Friday	Saturday	Holidays
Double Time for all time worked	Straight Time 6:00 am - 10:00 pm for any consecutive 8 hour period	Over Time 1st 8 hours worked	Double Time for all time worked
	After the first 8 hours worked, Overtime until midnight	Double Time after 8 consecutive hours worked	New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day
	Double Time from midnight to 6:00 am		

Decorators			
Sunday	Monday - Friday	Saturday	Holidays
Double Time	Straight Time 6:00 am - 10:00 pm for any consecutive 8 hour period	Over Time 1st 8 consecutive hours	Double Time for all time worked
	After the first 8 hours worked, Overtime until midnight	Double Time after 8 consecutive hours worked	New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day (8 total dates)
	Double Time from midnight to 6:00 am		

Carpenters			
Sunday	Monday - Friday	Saturday	Holidays
Double Time	Straight Time 8:00 am - 4:30 pm	Over Time 6:00 am - 6:30 pm	Double Time for all time worked
	Over Time after 4:30 pm and 8 consecutive hours worked until 8:30 pm • See below		New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day
	Double Time after 8:30 pm		

• If less than 8 hours worked 4:30 pm to 6:30 pm Over Time. After 6:30 pm Double Time.
• **Example:** Carpenter worked 12:30 pm through 4:30 pm Carpenter shall be paid Over Time until 6:30 pm and Double Time after 6:30 pm.

Carpenters (Break of Show)	
Monday - Friday	Saturday
Straight Time for all hours worked until 8:30 p.m.	6:00 a.m. - 6:30 p.m. Over Time for all hours worked
Over Time until Midnight (This does not alter Over Time after 8 hours worked)	

Electricians			
Sunday	Monday - Friday	Saturday	Holidays
Double Time until Monday 7:00 am start time	Straight Time 6:00 am - 10:00 pm for any consecutive 8 hour time period	7:00 am or 8:00 am start shall be 8 Over Time for the 8 consecutive hours	Double Time for all time worked
	After the first 8 hours worked, Overtime until midnight	Double Time after 3:30 pm or 4:30 pm depending on start time	New Years Day Memorial Day Independence Day Labor Day, Thanksgiving Day, Christmas Day
	Double Time after midnight until 6:00 am		

EAC/Non-Official Contractor Notification Submission Instructions:

An EAC (Exhibitor Appointed Contractor)/Non-Official Contractor is a company other than the official contractors listed in the exhibitor service manual providing a service(installation and dismantling labor, floral, photography, audio visual, computer rental and other related services) and requiring access to your booth during move-in and move-out.

All exhibiting companies/organizations that choose to use an EAC/Non-Official Contractor are required to submit this form, comply with all rules and regulations and supply necessary information by the ***April 23, 2014*** deadline.

EACs/Non-Official Contractors will be required to use labor supplied by the appointed contractor unless the following requirements are fulfilled:

- Exhibitors must return this completed form to ASCO Exhibit Management (J. Spargo & Associates, Inc.) by the ***April 23, 2014*** deadline.

- EACs/Non-Official Contractors must provide a Certificate of Liability Insurance naming ASCO, J. Spargo & Associates, Inc., Freeman, McCormick Place, Metropolitan Pier and Exposition Authority and SMG as additional insured. The Certificate of Liability Insurance must include Comprehensive General Liability coverage with limits not less than $1,000,000 including Contractual Liability and Products Liability coverage and Workman's Compensation in accordance will local law. Please see the "sample certificate of liability insurance" on the following page. Certificates of Liability Insurance must indicate the name of the exhibiting company and booth number that they are representing in the description area of the certificate. Certificates will be discarded if this information is not supplied.

- All EAC/ Non-Official Contractor personnel must be properly identified with official ASCO Annual Meeting badge on show site. Additional information on this process will be emailed to the supervisor listed on this form the week of May 12, 2014.

All EAC/Non-Official Contractors are permitted on the exhibit floor ONLY during official move-in and move-out hours providing the information above is supplied. Exhibitor personnel, including EACs hired to work in their booth, may not solicit from outside of their booth or elsewhere in the meeting venue, including at educational and scientific meeting rooms and poster sessions, and may not canvass in any part of the Exhibits or meeting venue. Failure to comply with any or all of the above will result in refusal of the EAC/Non-Official Contractor access to the exhibit hall and the ability to service your exhibit.

A sample certificate of insurance can be found on the next page.

NOTE: All EACs/Non-Official Contractors must also be authorized to work in McCormick Place as an "event contractor. " For more information please visit the McCormick Place website or contact Alichia Johnson, Show Operations Coordinator, at AJohnson@mccormickplace.com or 312-791-7186.

If you have questions with regards to EAC/Non-Official Contractors, please contact Stephanie Houck or Eileen McGill, Exhibit Operations Management, at ascoexhibits@jspargo.com or 703-631-6200.

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 01/06/2014

PRODUCER

Insurnce Agent/Broker Name
Insurnce Agent/Broker Street Address or P.O. Box
Insurnce Agent/Broker City, State & Zip Code
Contact & Phone Number

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURED

Company Name
Address
Address
City, State & Zip Code

INSURERS AFFORDING COVERAGE		NAIC #
INSURER A:	Name of Insurance Company	Enter NAIC#
INSURER B:	Name of Insurance Company (if applicable)	Enter NAIC#
INSURER C:	Name of Insurance Company (if applicable)	Enter NAIC#
INSURER D:	Name of Insurance Company (if applicable)	Enter NAIC#
INSURER E:	Name of Insurance Company (if applicable)	Enter NAIC#

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	ADD'L INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A	☒	**GENERAL LIABILITY** ☒ COMMERICAL GENERAL LIABILITY ☐ CLAIMS MADE ☒ OCCUR ☐ _____ ☐ _____ GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PROJECT ☐ LOC	Policy #	5/23/2014	6/4/2014	EACH OCCURENCE	$1,000,000
						DAMAGE TO RENTED PREMISES (Ea occurrence)	$100,000
						MED EXP (Any one person)	$5,000
						PERSONAL & ADV INJURY	$1,000,000
						GENERAL AGGREGATE	$1,000,000
						PRODUCTS - COMP/OP AGG	$1,000,000
						Contractual Liability	$1,000.000
	☐	**AUTOMOBILE LIABILITY** ☐ ANY AUTO ☐ ALL OWNED AUTOS ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ☐ NON-OWNED AUTOS ☐ _____ ☐ _____				COMBINED SINGLE LIMIT (Each Occurrence)	$
						BODILY INJURY (Per person)	$
						BODILY INJURY (Per accident)	$
						PROPERTY DAMAGE (Per accident)	$
	☐	**GARAGE LIABILITY** ☐ ANY AUTO ☐ _____				AUTO ONLY - EA ACCIDENT	$
						OTHER THAN AUTO ONLY: EA ACC	$
						AGG	$
	☐	**EXCESS/UMBRELLA LIABILITY** ☐ OCCUR ☐ CLAIMS MADE ☐ DEDUCTIBLE ☐ RETENTION $_____				EACH OCCURRENCE	$
						AGGREGATE	$
							$
							$
							$
A		**WORKERS COMPENSATION AND EMPLOYERS' LIABILITY** ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below	Policy #	5/23/2014	6/4/2014	☒ WC STATUTORY LIMITS ☐ OTHER	
						E.L. EACH ACCIDENT	$1,000,000
						E.L. DISEASE - EA EMPLOYEE	$1,000,000
						E.L. DISEASE - POLICY LIMIT	$1,000,000
	☒	**OTHER** Property Damage	Policy #	5/23/2014	6/4/2014		$1,000.000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

Additional Insured for the 2014 ASCO Annual Meeting (Dates May 30-June 3, 2014) (Exhibit Dates May 31-June 2, 2014) servicing (Enter Exhibiting Company name here) at booth # _____:

American Society of Clinical Oncology, J. Spargo & Associates, Inc., Freeman, McCormick Place, MPEA and SMG

CERTIFICATE HOLDER

American Society of Clinical Oncology
2318 Mill Road
Suite 800
Alexandria, VA 22314
Phone: (571) 483-1300
Fax: (703) 299-0255

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE INSURER AFFORDING COVERAGE WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

EXAMPLE

© ACORD CORPORATION 1988

FREEMAN
5040 West Roosevelt Road
Chicago, Illinois 60644-1436
(773) 473-7080 • Fax (469) 621-5603
Email: FreemanChicagoES@freemanco.com

DISCOUNT PRICE DEADLINE DATE MAY 5, 2014

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **2014 ASCO Annual Meeting / May 31 - June 2, 2014**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 773-473-7080 to speak with one of our experts.

For fast, easy ordering go to www.freemanco.com/store

DISPLAY LABOR (Half Hour Minimum per Worker)

Description	Advance Price Per Hour	Standard Price Per Hour
Straight Time - 8:00 a.m. to 4:30 p.m. Monday through Friday	$ 104.95	$ 136.45
Overtime - 4:30 p.m. to 8:30 p.m. Monday through Friday; 6:00 a.m. - 6:30 p.m. Saturday	$ 157.45	$ 204.70
Double Time - 8:30 PM - 8:00 AM Monday through Friday (unless noted above); Before 6:00 a.m. and after 6:30 p.m. Saturday; ALL DAY Sunday and Holidays.	$ 209.90	$ 272.85

If a Display Laborer has not worked eight (8) straight time hours on that day between 8:00 a.m. and 4:30 p.m., Monday through Friday (Holidays excluded), Double Time rates will apply for that day during the hours of 6:30 p.m. to 8:30 p.m., Monday through Friday.

NOTE: On the break of a show occurring on Monday through Friday, work performed from: 12:00 Noon to 8:30 P.M. shall be charged at Straight Time; from 8:30 P.M. to Midnight shall be charged at Overtime (time and a half). (For shows that close prior to 12:00 Noon, Overtime charges will apply after 8 hours).

- **Straight Time, Overtime and Double Time Labor Invoicing will be in compliance per MPEA Legislation.**
- **Show Site prices will apply to all labor orders placed at show site.**
- Price is per person/per hour
- Start time guaranteed only when labor is requested for the start of the working day (8:00 a.m.), unless the official set up time begins later in the day.
- Half hour minimum per man--labor thereafter is charged in half (1/2) hour increments.
- Supervisor must check in at Service Desk to pick up laborers. Upon completion of work, supervisor must return to Service Desk to release laborers.
- Labor must be cancelled in writing, 24 hours in advance to avoid a one (1) hour cancellation fee per worker.
- When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth.
- Freeman supervising jobs will be completed at our discretion prior to show opening and before the hall must be cleared.

Please include setup plan/photo, special instructions and inbound shipping information with this order.

INSTALLATION LABOR

☐ ***SUPERVISION BY FREEMAN I & D*** **Please complete the information on the reverse side**

- Installation of your exhibit will be completed at our discretion prior to show opening.
- The charge for this service is **30%** of the total installation labor bill, with a minimum of **$45.00**.

Emergency Contact: _____ Phone Number: _____

☐ ***SUPERVISION BY EXHIBITOR PERSONNEL***

Supervisor will be: _____ Phone Number: _____

Date	Time	No. of People		Approx.Hours		Total Hours		Hourly Rate		Total Estimated Cost
_____	_____	_____	x	_____	=	_____	@ $	_____	= $	_____
_____	_____	_____	x	_____	=	_____	@ $	_____	= $	_____

Freeman Supervision (30%/$45.00) = $_____

Total Installation = $_____

DISMANTLE LABOR

☐ ***SUPERVISION BY FREEMAN I & D*** **Please complete the information on the reverse side**

- Freeman is not responsible for product or literature that is not properly packed and labeled by exhibitor.
- The charge for this service is **30%** of the total dismantle labor bill, with a minimum of **$45.00**.

Emergency Contact: _____ Phone Number: _____

☐ ***SUPERVISION BY EXHIBITOR PERSONNEL***

Supervisor will be: _____ Phone Number: _____

Date	Time	No. of People		Approx.Hours		Total Hours		Hourly Rate		Total Estimated Cost
_____	_____	_____	x	_____	=	_____	@ $	_____	= $	_____
_____	_____	_____	x	_____	=	_____	@ $	_____	= $	_____

Freeman Supervision (30%/$45.00) = $_____

Total Dismantle = $_____

FREEMAN installation & dismantle labor

FREEMAN

NAME OF SHOW: **2014 ASCO Annual Meeting / May 31 - June 2, 2014**

COMPANY NAME: BOOTH #: BOOTH SIZE: X

CONTACT NAME: PHONE #:

FREEMAN SUPERVISED LABOR

IN ORDER TO BETTER SERVE YOU--PLEASE COMPLETE THE FOLLOWING INFORMATION IF YOUR DISPLAY IS TO BE SET-UP AND/OR DISMANTLED BY FREEMAN AND YOU WILL NOT BE PRESENT TO SUPERVISE THE INSTALLATION AND/OR DISMANTLE.

INBOUND SHIPPING INFORMATION AND SET-UP INFORMATION:

Freight will be shipped to: Warehouse _____ Show Site _____ Date _____

Total No. of: Crates _____ Cartons _____ Fiber Cases _____

Other (Specify) _____

Setup Plan/Photo: Attached _____ To Be Sent With Exhibit _____ In Crate No. _____

Carpet: With Exhibit _____ Rented From Freeman _____ Color _____ Size _____

Electrical Placement: Drawing Attached _____ Drawing With Exhibit _____ Electrical Under Carpet _____

Comments: _____

_____

Graphics: With Exhibit _____ Shipped Separately _____

Comments: _____

_____

Special Tools/Hardware Required: _____

_____

OUTBOUND SHIPPING INFORMATION:

Ship To: _____

_____

_____

METHOD OF SHIPMENT

☐ **FREEMAN EXHIBIT TRANSPORTATION**

☐ Common Carrier

☐ Air Freight ☐ Next Day ☐ 2nd Day ☐ Deferred ☐ Expedited

☐ **OTHER CARRIER: (Please indicate the carrier's name)**

☐ Other Common Carrier: _____

☐ Other Air Freight: _____

☐ Van Line: _____

FREIGHT CHARGES

☐ Prepaid ☐ Collect

Bill To: _____

_____

_____

In the event your selected carrier fails to show on final move-out day, please select one of the following options:

☐ **Reroute via Freeman's choice**

☐ **Delivery back to warehouse at Exhibitor's Expense.**

PLEASE NOTE: Freeman will not be responsible for product or literature that is not properly packed and labeled by exhibitor personnel.

FREEMAN installation & dismantle labor

F R E E M A N
5040 West Roosevelt Road
Chicago, Illinois 60644-1436
(773) 473-7080 • Fax (469) 621-5603
Email: FreemanChicagoES@freemanco.com

HANGING SIGNS
Hanging of Signs in McCormick Place
Procedures and Rules

2014 ASCO Annual Meeting / May 31 - June 2, 2014

Hanging of signs, both electrical and non-electrical, is permitted in McCormick Place facilities with permission, under the following conditions and limitations. These conditions have been reviewed and provide absolute limits which cannot be exceeded under any conditions.

1. The top of the sign may not exceed the height limitation specific to your booth type and building. Please refer to the General Information Bulletin to determine your height limitation.

2. All hanging signs must be sent to the Freeman warehouse, 2500 West 35th Street, Chicago, IL 60632, and be received by MAY 16, 2014.

3. The total weight limit of the sign or materials is not to exceed 1500 lbs. The weight of signs or materials is not to exceed 1000 lbs. per hanging point.

4. All signs, regardless of size, should be constructed of lightweight metals and plastics to allow greater flexibility and ease of installation.

5. The placement of all "hanging signs" shall be determined by the Electrical Contractor and/or Freeman prior to installation to insure minimum stress to the supporting framework.

6. No signs are to be hung from any electrical fixtures, raceways, any water, gas, air, fire protection piping, supports or hangers.

7. All electrical and neon signs must conform to electrical codes of the City of Chicago.

8. The Electrical Contractor and/or Freeman are responsible for all hanging signs. Freeman will pre-assemble all signs. No display house will be allowed to assemble any hanging sign. This pertains only to assembly. Dismantling can be done by a display house.

9. Set-up instructions must be included with the Order Form and with sign crates.

10. Because of the structure of the ceiling, and the location of exhibits, in relation to support beams, your sign may have to be moved from your original specifications.

11. Exhibitor personnel or your display house may supervise on your behalf. Exhibitors who do NOT provide supervision (either company personnel or display house) agree to accept the charges for time, materials and equipment as determined by Freeman and/or the Electrical Contractor.

12. YOU ARE REQUIRED TO MAKE ALL ARRANGEMENTS PRIOR TO MOVE-OUT FOR THE OUTBOUND DISMANTLING, PACKING AND SHIPPING OF YOUR HANGING SIGN. FREEMAN CANNOT BE HELD LIABLE FOR DAMAGES OR MISPLACEMENT OF SIGN(S) SHOULD OUTBOUND DISMANTLING ARRANGMENTS NOT BE MADE. ALL PERTINENT INFORMATION AND ARRANGEMENTS MUST BE GIVEN TO THE FREEMAN SERVICE CENTER IN EACH FACILITY.

FREEMAN
5040 West Roosevelt Road
Chicago, Illinois 60644-1436
(773) 473-7080 • Fax (469) 621-5603
Email: FreemanChicagoES@freemanco.com

DISCOUNT PRICE DEADLINE DATE
MAY 5, 2014

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **2014 ASCO Annual Meeting / May 31 - June 2, 2014**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 773-473-7080 to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

HANGING SIGN LABOR AND EQUIPMENT

INSTRUCTIONS

- **Standard prices will apply if the hanging sign is not received by the warehouse shipping deadline date.**
- All ceiling rigging must conform to Show Management rules and regulations and facility limitations.
- All overhead hanging must be assembled, installed, and removed by Freeman. Please refer to the Freeman Terms and Conditions found in the Exhibitors Services Manual as it relates. Please complete the enclosed Labor Order Form for labor to assemble your hanging sign.
- Set up instructions must be provided for signs needing assembly.
- Hanging anchor points must be pre-fabricated and ready for use.
- Overhead hanging signs are to be sent in separate containers directly to advance warehouse using the enclosed Hanging Sign Labels. This container MUST arrive by the warehouse shipping deadline. If these procedures are not followed, Freeman cannot guarantee the hanging of your sign.
- Electrical signs must be in working order and in accordance with the National Electrical Code and Local Electrical Code. ELECTRICAL SERVICE requirements must be ordered in advance on the enclosed ELECTRICAL SERVICE Order Form.
- If any hang point supports over 250 lbs., notify Freeman immediately for special authorization.

SIGN DESCRIPTION, SIZE & WEIGHT

- For signs other than banners, include blueprint or drawing with detailed information so hanging anchor points may be determined.

Type: Cloth Banner ____Metal or Wood_____ Other_____

Shape: Square____ Triangle __ Rectangle ____ Other____

Size: Height_____ Length _____ Width _____

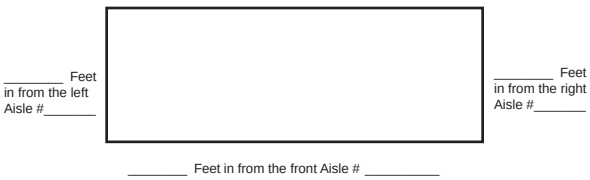
Weight of Sign: _____

Does Your Sign Require Electricity _____Assembly_____

Is Your Sign Designed to Rotate? _____Yes _____No
(Initial in the applicable box above)

PLACEMENT DIAGRAM

- Use diagram below to represent your booth space. Indicate how far in from each boundary you would like your sign placed.
- The ceiling structure and relation to the support beams may require your sign to be moved from your specified location.



Number of feet from floor to top of sign: _____

EQUIPMENT AND LABOR RATES TO HANG SIGNS

Straight Time
8:00 A.M. to 4:30 P.M., Monday through Friday

Overtime
4:30 P.M. TO Midnight, Monday through Friday,
8:00 A.M. TO 4:30 P.M. Saturday

Double Time
Midnight TO 6:00 A.M. Monday through Friday
4:30 P.M. TO Midnight Saturday
ALL DAY SUNDAY AND HOLIDAYS

• Straight Time, Overtime and Double Time Labor Invoicing will be in compliance per MPEA Legislation

Crew Size - MINIMUM of two people under normal circumstances. However, at Freemans discretion, based on the scope of work and safety, 3 or more men may be required.

Materials
Cable, clamps, etc. additional and charged accordingly

Equipment With Crew

- **Standard prices will apply to all orders placed after the deadline date.**
- Rates are per lift and crew per hour
- Half hour minimum per lift/crew - lift/crew thereafter is charged in half (1/2) hour increments
- Straight time cannot be guaranteed

	Straight Time	Overtime	Double Time
Condor Condor with 2 Man Crew (up to 500 lbs lift capacity)			
Advance Price	$439.20	$545.20	$651.10
Standard Price	$570.95	$708.75	$846.45
Condor Condor with 3 Man Crew (up to 200 lbs lift capacity)			
Advance Price	$546.15	$705.65	$865.00
Standard Price	$710.00	$917.35	$1124.50
Additional Crew Assembly Labor (Per person / Per hour)			
Advance Price	$104.95	$157.45	$209.90
Standard Price	$136.45	$204.70	$272.85
**Electrical Assembly Assembly Labor (Per person / Per hour)			
Advance Price	$ 95.00	$140.00	$185.00
Standard Price	$123.50	$182.00	$240.50

Installation Estimate

Approx Hours Hourly Rate Total Estimated Cost

_____ @ _____ = _____

Dismantle Estimate

Approx Hours Hourly Rate Total Estimated Cost

_____ @ _____ = _____

Supervision for assembly and disassembly of overhead hanging sign can be provided by Freeman, or by your company representative, display house, independent or lighting contractor.

Please indicate method of supervision you require for assembly/ disassembly:
____ Freeman
____ Exhibitor Personnel
____ Display House

Additional crew and/or equipment will be used if the supervisor deems it necessary to safely complete the installation and/or dismantling of a job and it will be charged accordingly.

FREEMAN hanging sign labor

F R E E M A N
5040 West Roosevelt Road
Chicago, Illinois 60644-1436
(773) 473-7080 • Fax (469) 621-5603
Email: FreemanChicagoES@freemanco.com

DEADLINE DATE
LATE DATE
MAY 5, 2014
PLEASE INCLUDE THIS FORM
WITH YOUR HANGING SIGN
ORDER FORM

STRUCTURAL INTEGRITY STATEMENT
THIS FORM MUST BE RETURNED
FOR ALL SUSPENDED STRUCTURES

_____ , the contracted exhibitor at the **2014 ASCO Annual Meeting** and (if applicable), the display house or builder for the aforementioned exhibitor, do hereby certify and guarantee that the stress points for the hanging structure have been properly engineered and tested. We further certify that the structure can be hung safely and has been constructed to meet all applicable regulations and safety measures.

We hereby release, indemnify and forever hold harmless the **AM SOC OF CLINICAL ONCOLOGY, McCORMICK PLACE, FREEMAN,** and its subsidiaries, their directors, officers, employees, representatives, agents and contractors from and against any and all liability, claims, damage, loss, fines, or penalties arising from the installation, use or dismantling of this structure. All hang points supporting in excess of 250 lbs. may be verified (metered) on site at exhibitor's expense.

Exhibiting Company: _____ Booth #:_____

Authorized Signature: _____

Printed Name: _____ Date: _____

E-Mail: _____

Display House/Builder (if applicable): _____

Authorized Signature: _____

Printed Name: _____ Date: _____

E-Mail: _____

Complete and return form to address listed at the top of this form.

FREEMAN structural integrity statement

Freeman

TRANSPORTATION COMPLETE

SAVE MONEY NOW!

Freeman's all-inclusive shipping and material handling package means transporting your exhibit materials has never been simpler or as affordable.

Double the convenience... zero surprises.

Package includes:

- Round trip standard ground transportation AND material handling services
- No additional fees, no surprises
- Pick-up and transportation from point of origin to either advance warehouse or show site – your choice.
- Pre-printed shipping labels & outbound paperwork

Benefits:

- Turnkey pricing ensures precise budgeting
- No additional handling, pick-up or delivery fees
- No additional fuel surcharges or overtime surcharges
- No carrier waiting time fees
- Experienced on-site transportation reps from move-in through move-out
- All charges on your Freeman invoice
- LTL (less than truck load) shipping

To take advantage, call 1-800-995-3579 or email exhibit.transportation@freemanco.com for a quote.

*Services apply to destinations anywhere in the Continental U.S.

FREEMAN
INNOVATION DEDICATED TO YOUR BRAND

COMPLETE THIS FORM ONLY IF YOU ARE SHIPPING YOUR EXHIBIT MATERIALS BY FREEMAN EXHIBIT TRANSPORTATION

F R E E M A N

(800) 995-3579 Toll Free US & Canada
(817) 607-5100 Local & International

NAME OF SHOW: **2014 ASCO Annual Meeting / May 31 - June 2, 2014**

COMPANY NAME: BOOTH #: BOOTH SIZE: X

CONTACT NAME : PHONE #:

E-MAIL ADDRESS :

For Assistance, please call applicable number listed above to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

EXHIBIT TRANSPORTATION

TIPS FOR EASY ORDERING

- Credit card information must be on file prior to pick up, as charges will be included on your show services invoice.
- International Exhibitors remember - Shipments originating from countries other than the U.S. must be cleared through customs. Please call for additional information:
  (800) 995-3579 Toll Free US & Canada
  (817) 607-5100 Local & International

COMPLETE THE FOLLOWING ITEMS ON THIS FORM:

PICK UP INFORMATION

Requested Pick Up Date:

SHIPPER NAME

SHIPPER ADDRESS

(City) (State) (Zip)

DESTINATION

☐ I will be shipping to the **WAREHOUSE**

FREEMAN / Exhibiting Company Name / Booth #

2014 ASCO Annual Meeting

C/O: FREEMAN
2500 WEST 35TH STREET
CHICAGO, IL 60632

MUST BE DELIVERED BY MAY 16, 2014

☐ I will be shipping to **SHOW SITE**

FREEMAN / Exhibiting Company Name / Booth #

2014 ASCO Annual Meeting

C/O: FREEMAN
MCCORMICK PLACE
2301 S LAKE SHORE DR
CHICAGO, IL 606161497

CANNOT BE DELIVERED BEFORE MAY 27, 2014

TYPE OF SERVICE

☐ Next Day Air: Delivery next business day by 5:00 PM

☐ Second Day Air: Delivery second business day by 5:00 PM

☐ 3-5 Day Service: Delivery within 3 - 5 business days

☐ Declared Value $ _____

Air Transportation charges are billed by Dimensional or Actual Weight, whichever is greater.

☐ Standard Ground: Dependent on distance

☐ Expedited Ground: Tailored to specific requirements

☐ Specialized: Pad wrapped, uncrated, truck load

SHIPPING INFORMATION

Items to be shipped

Number of Pieces		Est. Weight
____	Crates (wooden)	_____
____	Cartons (cardboard)	_____
____	Cases/Trunks (fiber) (color _____)	_____
____	Skids/Pallets	_____
____	Carpet (color _____)	_____
____	Other (_____)	_____
____	Total	_____

Size of largest piece: (H) _____ (W) _____ (L) _____

NOTE: Shipments will be weighed and measured prior to delivery.

OUTBOUND SHIPPING

☐ I would like to schedule outbound Freeman Exhibit Transportation. Please provide me with a Material Handling Agreement at show site for my shipping instructions and signature. So we may print your Outbound Material Handling Agreement and labels, please complete the following information **if different from pick up address:**

Ship to address:

Number of Labels : _____

FAX THIS COMPLETED FORM TO:

(469) 621-5810

A TRANSPORTATION SPECIALIST WILL CALL YOU TO CONFIRM RECEIPT OF ORDER AND FINALIZE DETAILS.

SHOW # (301115)

09/11

FREEMAN exhibit transportation

FREEMAN

RUSH

DO NOT DELAY

DEADLINE DATE

MAY 16, 2014

TO: _____

EXHIBITOR NAME

C/O FREEMAN
2500 WEST 35TH STREET
CHICAGO, IL 60632

HANGING SIGN

2014 ASCO Annual Meeting

BOOTH # _____ **NO. OF PIECES** _____

CARRIER _____

FREEMAN

RUSH

DO NOT DELAY

DEADLINE DATE

MAY 16, 2014

TO: _____

EXHIBITOR NAME

C/O FREEMAN
2500 WEST 35TH STREET
CHICAGO, IL 60632

HANGING SIGN

2014 ASCO Annual Meeting

BOOTH # _____ **NO. OF PIECES** _____

CARRIER _____

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE. PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY. IF MORE LABELS ARE NEEDED COPIES ARE ACCEPTABLE.

FREEMAN

RUSH

DO NOT DELAY

MUST DELIVER BY MAY 16, 2014

TO: _____

EXHIBITOR NAME

C/O: FREEMAN
2500 WEST 35TH STREET

CHICAGO, IL 60632

WAREHOUSE

EVENT: ***2014 ASCO Annual Meeting***

BOOTH NO: _____ NO. ____ OF ____ PCS

FREEMAN

RUSH

DO NOT DELAY

MUST DELIVER BY MAY 16, 2014

TO: _____

EXHIBITOR NAME

C/O: FREEMAN
2500 WEST 35TH STREET

CHICAGO, IL 60632

WAREHOUSE

EVENT: 2014 ASCO Annual Meeting

BOOTH NO: _____ NO. ____ OF ____ PCS

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE.
PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY.
IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE.

FREEMAN

RUSH

DO NOT DELAY

CANNOT DELIVER BEFORE MAY 27, 2014

TO: _____

EXHIBITOR NAME

C/O: FREEMAN
MCCORMICK PLACE
2301 S LAKE SHORE DR

CHICAGO, IL 606161497

SHOW SITE

EVENT: ***2014 ASCO Annual Meeting***

BOOTH NO: _____ NO. _____ OF _____ PCS

FREEMAN

RUSH

DO NOT DELAY

CANNOT DELIVER BEFORE MAY 27, 2014

TO: _____

EXHIBITOR NAME

C/O: FREEMAN
MCCORMICK PLACE
2301 S LAKE SHORE DR

CHICAGO, IL 606161497

SHOW SITE

EVENT: ***2014 ASCO Annual Meeting***

BOOTH NO: _____ NO. _____ OF _____ PCS

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE.
PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY.
IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE.

F R E E M A N
5040 West Roosevelt Road
Chicago, Illinois 60644-1436
(773) 473-7080 • Fax (469) 621-5603
Email: FreemanChicagoES@freemanco.com

DISCOUNT PRICE DEADLINE DATE
MAY 5, 2014

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **2014 ASCO Annual Meeting / May 31 - June 2, 2014**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 773-473-7080 to speak with one of our experts.

For fast, easy ordering, go to www.myfreemanonline.com

Accessible storage service is available at Show Site for exhibitors to easily access their product samples and literature. All arrangements for accessible storage must be placed on-site at the Freeman Service Center.

Please be aware this is accessible storage, not secured or empty storage. Accessible storage is not necessarily the first items returned to your booth at the close of the show.

Accessible Storage Rates are for SET-UP, STORAGE SPACE AND EACH TIME ACCESSED.

The charge for accessible storage will be $26.00 per skid plus labor to place/replenish/remove product and/or literature from storage.

THERE WILL BE A LABOR CHARGE EVERY TIME THE MATERIALS ARE ACCESSED.

When you are ready for your stored materials to be delivered to and/or from your booth, please notify the Freeman personnel at the Service Center. Labor to deliver your materials to and from your booth will be charged at the following rates:

$53.05 per 1/2 hour for Straight Time

$79.55 per 1/2 hour for Overtime

$106.10 per 1/2 hour for Double Time

STRAIGHT TIME: 8:00 A.M. TO 4:30 P.M. - Monday through Friday
OVERTIME: 4:30 P.M. TO 8:00 A.M. - Monday through Friday & ALL DAY Saturday
DOUBLE TIME: ALL DAY Sunday & Holidays

PLEASE GO THE FREEMAN SERVICE DESK AT SHOW SITE WHEN YOU ARE READY TO PLACE MATERIALS INTO ACCESSIBLE STORAGE

FREEMAN accessible storage

WHAT ARE FREIGHT SERVICES?

As the official service contractor, Freeman is the exclusive provider of freight services. Material handling includes unloading your exhibit material, storing up to 30 days in advance at the warehouse address, delivering to the booth, the handling of empty containers to and from storage, and removing of material from the booth for reloading onto outbound carriers. It should not be confused with the cost to transport your exhibit material to and from the convention or event. You have two options for shipping your advance freight — either to the warehouse or directly to show site.

How do I ship to the warehouse?

- We will accept freight beginning 30 days prior to show move-in.
- To check on your freight arrival, call Exhibitor Services at the location listed on Quick Facts.
- To ensure timely arrival of your materials at show site, freight should arrive by the deadline date listed on Quick Facts. Your freight will still be received after the deadline date, but additional charges will be incurred.
- The warehouse will receive shipments Monday through Friday, except holidays. Refer to Quick Facts for warehouse hours. No appointment is necessary.
- The warehouse will accept crates, cartons, skids, trunks/cases and carpets. Loose or pad-wrapped material must be sent directly to show site.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.
- Warehouse freight will be delivered to the booth prior to exhibitor setup.
- Please call the number located on Quick Facts if you want to ship oversized material that requires special equipment to the warehouse.

How do I ship to show site?

- Freight will be accepted only during exhibitor move-in. Please refer to Quick Facts for the specific exhibitor move-in dates and times.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.

What about prepaid or collect shipping charges?

- Collect shipments will be returned to the delivery carrier.
- To ensure that your freight does not arrive collect, mark your bill of lading "prepaid."
- "Prepaid" designates that the transportation charges will be paid by the exhibitor or a third party.

How should I label my freight?

- The label should contain the exhibiting company name, the booth number and the name of the event.
- The specific shipping address for either the warehouse or show site is located on Quick Facts.

How do I estimate my Material Handling charges?

- Charges will be based on the weight of your shipment. Each shipment received is considered separately. The shipment weight will be rounded to the next 100 pounds. Each 100 pounds is considered one "cwt." (one hundred weight). All shipments are subject to reweigh.
- On the Order Form, select whether the freight will arrive at the warehouse or be sent directly to show site.
- Next, select the category that best describes your shipment. There are three categories of freight:

  Crated: material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

  Special Handling: material delivered by the carrier in such a manner that it requires additional handling, such as ground unloading, stacked and constricted space unloading, designated piece unloading, loads mixed with pad-wrapped material, loads failing to maintain shipping integrity, carpet and/or pad-only shipments, and shipments that require additional time, equipment or labor to unload. Federal Express and UPS are included in this category due to their delivery procedures.

  Uncrated: material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.
- Add overtime charges for inbound if material is delivered to the booth during the overtime period stated on Quick Facts. This includes both warehouse and show-site shipments.
- Add overtime charges for outbound if material is loaded onto the outbound carrier during the overtime period stated on Quick Facts.
- Add the late delivery charge listed on the Order Form if the shipment is accepted at the warehouse or at show site after the deadline date listed on Quick Facts.
- The above services, whether used completely or in part, are offered as a package and the charges will be based on the total inbound weight of the shipment.
- Shipments received without receipts or freight bills, such as UPS and Federal Express, will be delivered to the booth without guarantee of piece count or condition.

What happens to my empty containers during the show?

- Pick up "Empty Labels" at the Service Center. Place a label on each container. Labeled containers will be picked up periodically and stored in non-accessible storage during the show.
- At the close of the show, the empty containers will be returned to the booth in random order. Depending on the size of the show, this process may take several hours.

How do I protect my materials after they are delivered to the show or before they are picked up after the show?

- Consistent with trade show industry practices, there may be a lapse of time between the delivery of your shipment(s) to your booth and your arrival. The same is true for the outbound phase of the show — the time between your departure and the actual pick-up of your materials. During these times, your materials will be left unattended. We recommend that you arrange for a representative to stay with your materials or that you hire security services to safeguard your materials.

How do I ship my materials after the close of the show?

- Each shipment must have a completed Material Handling Agreement in order to ship materials from the show. All pieces must be labeled individually.
- To save time, complete and submit the Outbound Shipping Form in advance, or you may contact the Service Center at show site for your shipping documents. The Material Handling Agreement and labels will be processed and available prior to show closing.
- After materials are packed, labeled, and ready to be shipped, the completed Material Handling Agreement must be turned in at the Service Center.
- Call your designated carrier with pick-up information. Please refer to Quick Facts for specific dates and times. In the event your selected carrier fails to show on final move-out day, your shipment will either be rerouted to Freeman's carrier choice or delivered back to the warehouse at exhibitor's expense.
- For your convenience, show-recommended carriers will be on site to handle outbound transportation.

Where do I get a forklift?

- Forklift orders to install or dismantle your booth after materials are delivered may be ordered in advance or at show site. We recommend that you order in advance to avoid additional charges at show site. Refer to the Order Form for available equipment.
- Advance and show-site orders for equipment and labor will be dispatched once a company representative signs the labor order at the Service Center.
- Start time is guaranteed only when equipment is requested for the start of the working day.

Do I need insurance?

- Be sure your materials are insured from the time they leave your firm until they are returned after the show. It is suggested that exhibitors arrange all-risk coverage. This can be done by riders to your existing policies.
- All materials handled by Freeman are subject to the enclosed Terms and Conditions.

Other available services (may not be available in all locations)

- Cranes
- Scissor lifts, condors
- Access storage at show site
- Exhibit transportation services (see enclosed brochure)
- Security storage at show site
- Short-term and long-term warehouse storage
- Local pick-up and delivery
- Priority empty return

FREEMAN

F R E E M A N
5040 West Roosevelt Road
Chicago, Illinois 60644-1436
(773) 473-7080 • Fax (469) 621-5603
Email: FreemanChicagoES@freemanco.com

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **2014 ASCO Annual Meeting / May 31 - June 2, 2014**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 773-473-7080 to speak with one of our experts.

Let Freeman OnLine® estimate your material handling charges for you. Log on to www.freemanco.com/store, select your show and click on "Estimate My Material Handling Costs". From Freeman OnLine® you can print extra shipping labels, get tips on how to package your freight and much more.

MATERIAL HANDLING SERVICES

Crated: Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

Special Handling: (See definitions on back) Material delivered by a carrier in such a manner that it requires additional handling, such as ground unloading, stacked or constricted space unloading, designated piece unloading, shipment integrity, alternate delivery location, loads mixed with pad wrapped material, carpet and/or pad only shipments, no documentation and shipments that require additional time, equipment or labor to unload. **Federal Express**, **UPS, Airborne Express & DHL** are included in this category due to their delivery procedures.

Uncrated: Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.

Straight Time - 8:00 A.M. to 4:30 P.M. Monday through Friday

Overtime - 4:30 P.M. to 12:00 a.m. (Midnight) Monday through Friday; ALL DAY Saturday

Double Time- ALL DAY Sunday and Holidays and Midnight to 6:00 a.m.; Monday through Friday

(Overtime/Double Time will be applied to all freight received at the warehouse and/or show site that must be moved into or out of booth during above listed times.)

• Straight Time, Overtime and Double Time Labor Invoicing will be in compliance per MPEA Legislation.

Description	Price per CWT	200 lbs. Minimum
RATE CLASSIFICATIONS:		
Warehouse Shipment (200 lb. minimum)		
Crated or Skidded Shipment	$ 96.50	$ 193.00
Special Handling Shipment	$ 125.45	$ 250.90
Showsite Shipment (200 lb. minimum)		
Crated or Skidded Shipment	$ 85.45	$ 170.90
Special Handling Shipment	$ 111.10	$ 222.20
Uncrated or Pad Wrapped Shipment	$ 128.20	$ 256.40
Small Package - Maximum weight is 30 lbs. per shipment*	$ 42.55	
* A small package shipment is a shipment totaling any number of pieces with a combined weight not to exceed 30 lbs. that is received on the same day, from the same shipper and delivered by the same carrier.		
ADDITIONAL SURCHARGES:		
Shipment Delivered after Deadline Date (in addition to above rates)		
Warehouse Shipment after **May 16, 2014**	$ 24.15	$ 48.30
Showsite Shipment after **May 30, 2014**	$ 21.35	$ 42.70
Overtime Charge - Inbound/Outbound Monday-Friday & Saturday (in addition to above rates)		
Crated or Skidded Shipment	$ 21.35	$ 42.70
Special Handling Shipment	$ 27.80	$ 55.60
Uncrated or Pad Wrapped Shipment	$ 32.05	$ 64.10
Double Time Charge - Inbound/Outbound Sunday, & Holidays (in addition to above rates)		
Crated or Skidded Shipment	$ 42.75	$ 85.50
Special Handling Shipment	$ 55.55	$ 111.10
Uncrated or Pad Wrapped Shipment	$ 64.10	$ 128.20

Description	Weight CWT	Price per CWT	Estimated Total Cost
	÷ 100 =		
Surcharges	÷ 100 =		
		Sub-Total	
		TOTAL	

Tips to Save on Material Handling!

• **Consolidate shipments** (i.e. if minimum shipment weight is less than 200 lbs.)

3 Separate Shipments
60 lbs. charged @ 200 lbs. $193.00
52 lbs. charged @ 200 lbs. $193.00
65 lbs. charged @ 200 lbs. $193.00 = $579.00

1 Consolidated Shipment
3 pieces (1 shipment)
177 lbs. charged @200 lbs. = $193.00
Added benefit - your shipments are less likely to get misplaced if they are packaged together with larger items.

FREEMAN material handling

SPECIAL HANDLING DEFINITIONS

For frequently asked questions and material handling estimator tools, go to www.freemanco.com/store

Special handling applies to shipments that are loaded by cubic space and/or packed in such a manner as to require additional labor/handling, such as ground unloading, constricted space unloading, designated piece unloading, carpet/pad only shipments or stacked shipments. Also included are shipment integrity, alternate delivery locations, mixed shipments and shipments without individual bills of lading. Shipments loaded in this manner require additional time, labor, or equipment to unload, sort, and deliver.

What is Ground Loading/Unloading?
Vehicles that are not dock height, preventing the use of loading docks, such as U-Hauls, flat bed trailers, double drop trailers, company vehicles with trailers that are not at dock level, etc.

What is Constricted Space Loading/Unloading?
Trailer loaded "high and tight" shipments that are not easily accessible. Freight is loaded to full capacity of trailer--top to bottom, side to side. One example of this is freight that is loaded down one side of a trailer that must be by-passed to reach target freight.

What is Designated Piece Loading/Unloading?
Drivers that require the loading crew to bring multiple pieces of the freight to the rear of the trailer to select the next piece, having to remove freight from the trailer then reload to fit or the trailer must be loaded in a sequence to ensure all items fit.

What are Stacked Shipments?
Shipments loaded in such a manner requiring multiple items to be removed to ground level for delivery to booth. Stacked or "cubed out" shipments, loose items place on top of crates and/or pallets constitute special handling.

What is Shipment Integrity?
Shipment integrity involves shipments on a carrier that are intermingled, or delivered in such a manner that additional labor is needed to sort through and separate the various shipments on a truck for delivery to our customers.

What is Alternate Delivery Location?
Alternate Delivery Location refers to shipments that are delivered by a carrier that requires us to deliver some shipments to different levels in the same building or to other buildings in the same facility.

What are Mixed Shipments?
Mixed shipments are defined as shipments of mixed crated and uncrated goods, where the percentage of uncrated is minimal and does not warrant the full uncrated rate for the shipment, but does require special handling. Freeman defines special handling for mixed loads as having less than 50% of the volume as uncrated.

What does it mean if I have "No Documentation"?
Shipments arrive from a small package carrier (including, among others, Federal Express, UPS, Airborne Express & DHL) without an individual Bill of Lading, requiring additional time, labor, and equipment to process.

What about Carpet Only Shipments?
Shipments that consist of carpet and/or carpet padding only require special handling because of additional labor and equipment to unload.

What is the difference between Crated and Uncrated Shipments?
Crated shipments are those that are packed in any type of shipping container that can be unloaded at the dock with no additional handling required. Such containers include crates, fiber cases, cartons, and properly packed skids. An uncrated shipment is material that is shipped loose or pad wrapped, and/or unskidded without proper lifting bars and hooks.

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DISCOUNT PRICE DEADLINE DATE
MAY 5, 2014

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **2014 ASCO Annual Meeting / May 31 - June 2, 2014**

COMPANY NAME _____ BOOTH #: _____

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For Assistance, please call 773-473-7080 to speak with one of our experts.

For fast, easy ordering go to www.freemanco.com/store

RIGGING EQUIPMENT AND LABOR

LEGISLATIVE CHANGES AT McCORMICK PLACE, CHICAGO, IL

STRAIGHT TIME WINDOW - EFFECTIVE 11/30/11

The Illinois General Assembly, the contractors, MPEA and the unions have all agreed to enact changes to expand the straight time window available to exhibitors. This window is as follows:

Straight Time, Overtime, Double Time Window

Sunday	Monday - Friday	Saturday	Holidays
Double Time for all time worked	Straight time 6:00 am - 10:00 pm for any consecutive 8 hour period	Over Time 1st 8 hours worked	Double Time for all time worked
	After the first 8 hours worked, Overtime until midnight	Double Time after 8 consecutive hours worked	New Years Day Memorial Day Independence Day Labor Day Thanksgiving Day Christmas Day
	Double Time from midnight - 6:00 am	Double Time	

Please contact Freeman Exhibitor Services at (773) 473-7080 for details.

- Consistent with Safety and the skills and training necessary to perform the task, an exhibitor and exhibitor employees are permitted in a booth of any size in regards to set up and dismantle of machinery or equipment.
- An exhibitor and exhibitor employees are permitted in a booth of any size to skid, position and re-skid all exhibitor material, machinery, and equipment.
- An exhibitor and exhibitor employees are prohibited at any time from using scooters, forklifts, pallet jacks, condors, scissor lifts, motorized dollies, or similar motorized or hydraulic equipment.
- It is understood that an "Exhibitor Employee" is defined as any person who has been employed by the exhibitor as a full-time employee for a minimum of six months before the show's opening date.

Your show manager has established parameters for the normal work day/straight time that is available to you the exhibitor. However, if you would like to utilize Straight Time on Monday through Friday, and Overtime on Saturday outside of your shows published hours, the following conditions must be met:

- You must receive permission from Show Management to work before or after established Exhibitor Installation and Dismantle times for the event.
- Labor orders must be placed in advance and confirmed 48 hours prior to your requested start date and time.
- ••Labor orders may be subject to a 4-hour billable charge, and a prorated share of applicable foremen/steward costs. If this situation exists, Freeman will communicate this to you allowing you to decide whether you want to incur this additional cost.
- Cancellations must be received 24 hours in advance of the requested start date and time, or you will be subject to the charges as stated in ••item #3 above. These charges would also be applicable to an exhibitor who fails to appear and begin work at the requested time.

NAME OF SHOW: **2014 ASCO Annual Meeting / May 31 - June 2, 2014**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

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For fast, easy ordering go to www.freemanco.com/store

RIGGING EQUIPMENT AND LABOR

Part #	Description	Advance Price per Hour	Standard
Forklift Labor			
Prices do not include crew. Crew consists of rigger foreman and one rigger.			
(Half hour minimum per forklift)			
3090600	Man Cage for Forklift	$ 55.80	$ 78.10
3090700	Boom for Forklift	$ 55.80	$ 78.10
30405	Sm.Forklift - up to 5,000 lbs	$ 67.40	$ 94.35
304015	Lg.Forklift - up to 15,000 lbs	$114.80	$160.70
30404	4- Stage Forklift	$102.55	$143.55
Two Man Rigging Crew--Crew consists of a rigging foreman and one rigger (Half hour minimum)			
3020400	Rigging Crew - ST	$256.30	$333.20
3020401	Rigging Crew - OT	$384.45	$499.75
3020402	Rigging Crew - DT	$512.60	$666.40
Additional Rigging Labor (Half hour minimum per person)			
3020200	Rigger Foreman - ST	$135.25	$175.85
3020201	Rigger Foreman - OT	$202.90	$263.75
3020202	Rigger Foreman - DT	$270.50	$351.65
3020100	Rigger - ST	$121.05	$157.35
3020101	Rigger - OT	$181.55	$236.00
3020102	Rigger - DT	$242.10	$314.75

PLEASE NOTE: There may be situations due to safety concerns or unusual circumstances where the contractor, at their discretion, may need to modify crew size.

•Straight Time, Overtime and Double Time Labor Invoicing will be in compliance per MPEA Legislation.

Please complete the forms below and return with your completed Method of Payment Form.

INSTALLATION

Part #	Description	Date	Start Time	# of Equip/ Person	Approx Hrs per Person	Total Hours	Hourly Rate	Estimated Total Cost

Describe work to be done: _____

Sub-Total	
Tax	N/A
Total	

DISMANTLE

Part #	Description	Date	Start Time	# of Equip/ Person	Approx Hrs per Person	Total Hours	Hourly Rate	Estimated Total Cost

Describe work to be done: _____

Sub-Total	
Tax	N/A
Total	

FREEMAN forklift / rigging labor

DIRECTIONS to
McCORMICK PLACE
MARSHALLING AREA

North of Chicago to McCormick Place: **Interstate 90 (Kennedy Expressway) to Interstate 55 North. Take I-55 North until it ends. Bear right and EXIT at Lake Shore Drive South (41 south). Proceed approximately ½ mile and exit at 31st Street. Proceed up the exit ramp and bear right. Turn right at U-TURN BEFORE the stop light onto Moe Drive. If you went to the light you went too far. After making U-Turn go approximately ¼ of a mile to the first stop sign. Turn left at the Stop sign and, YOU ARE THERE!!!**

West of Chicago to McCormick Place: **Interstate 290 (Eisenhower Expressway) east to Interstate 94 (Dan Ryan Expressway). South on Interstate 94 (Dan Ryan Expressway) to Interstate 55 North. Take I-55 North until it ends. Bear right and EXIT at Lake Shore Drive South (41 south). Proceed approximately ½ mile and exit at 31st Street. Proceed up the exit ramp and bear right. Turn right at U-TURN BEFORE the stop light onto Moe Drive. If you went to the light you went too far. After making U-Turn go approximately ¼ of a mile to the first stop sign. Turn left at the Stop sign and, YOU ARE THERE!!!**

Southwest of Chicago to McCormick Place: **Interstate 55 North until it ends. Bear right and EXIT at Lake Shore Drive South (41 south). Proceed approximately ½ mile and exit at 31st Street. Proceed up the exit ramp and bear right. Turn right at U-TURN BEFORE the stop light onto Moe Drive. If you went to the light you went too far. After making U-Turn go approximately ¼ of a mile to the first stop sign. Turn left at the Stop sign and, YOU ARE THERE!!!**

South of Chicago to McCormick Place: **Interstate 94 (Dan Ryan Expressway) to Interstate 55 North (Stevenson Expressway). Take I-55 North until it ends. Bear right and EXIT at Lake Shore Drive South (41 south). Proceed approximately ½ mile and exit at 31st Street. Proceed up the exit ramp and bear right. Turn right at U-TURN BEFORE the stop light onto Moe Drive. If you went to the light you went too far. After making U-Turn go approximately ¼ of a mile to the first stop sign. Turn left at the Stop sign and, YOU ARE THERE!!!**

FREEMAN
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Email: FreemanChicagoES@freemanco.com

TRUCK scale locations

1. SOUTHSIDE FUEL CENTER
   Truck Wash & Scale
   970 W. Pershing Road (39th Street)
   Chicago, IL 60609
   (773) 523-1362
   Cost: $8 fee to go over scale

2. TRAVEL CENTERS OF AMERICA
   A. 76 AUTO/TRUCK
   Intersection of Interstate 55 & Interstate 53
   (630) 739-7006
   Hours: 7 days a week, 24 hour service
   Cost: $7 platform scale

   B. Elgin West, Hampshire, IL
   Intersection of Interstate 90 & Route 20
   (847) 683-4550
   Hours: 7 days a week, 24 hour service
   Cost: $6 platform scale

3. PETRO/Monee
   Monee Manhatten road (Right off Interstate 57 at Milemarker 335)
   (708) 534-0400
   Hours: 7 days a week, 24 hour service
   Cost: $7 platform scale

PLEASE GIVE YOUR CARRIER THESE DIRECTIONS

RECYCLED
RECYCLABLE

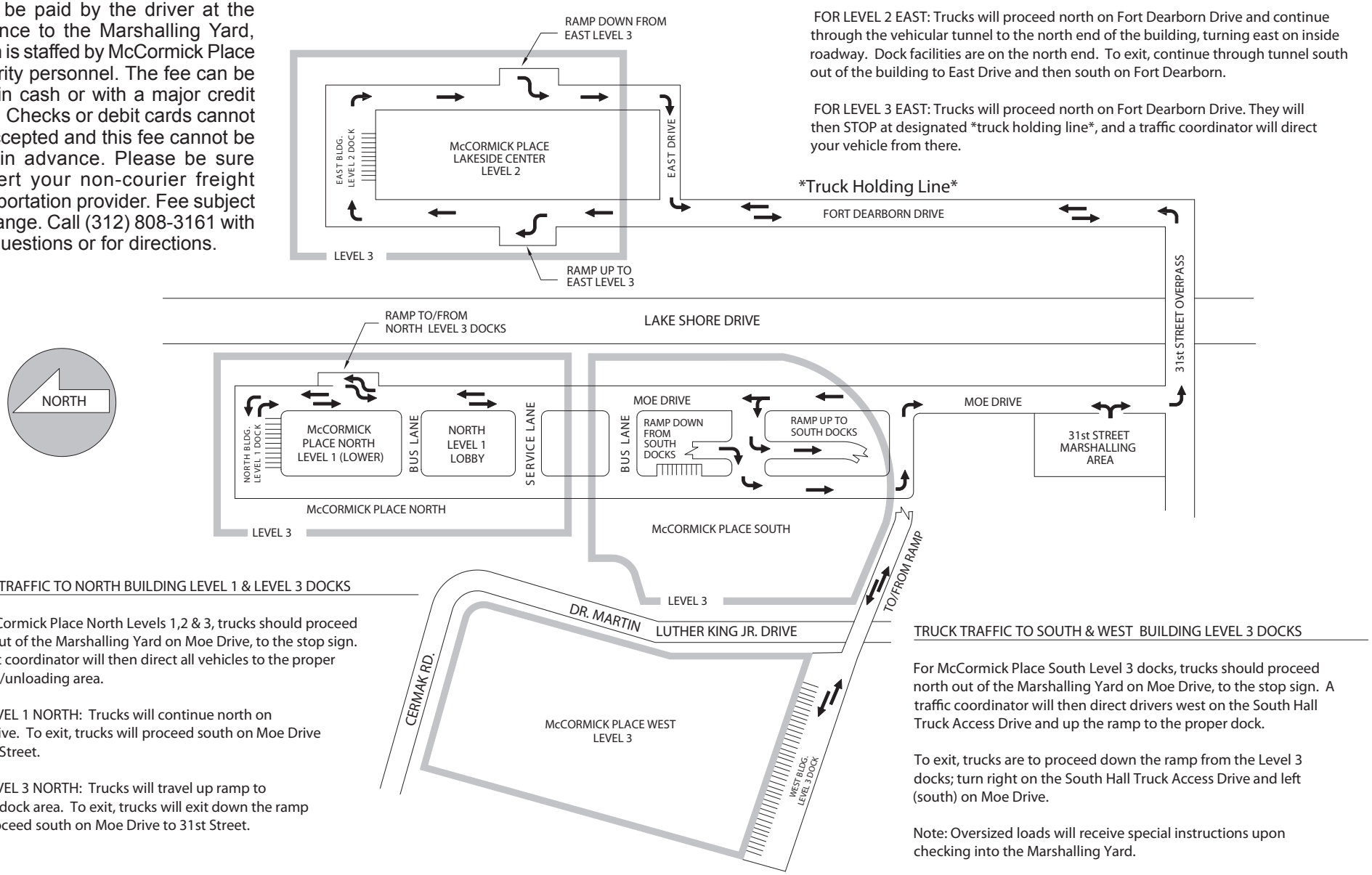
Please Note: McCormick Place requires payment of a fee of $21.00 for all trucks to enter the McCormick Place Marshalling Yard. This fee must be paid by the driver at the entrance to the Marshalling Yard, which is staffed by McCormick Place Security personnel. The fee can be paid in cash or with a major credit card. Checks or debit cards cannot be accepted and this fee cannot be paid in advance. Please be sure to alert your non-courier freight transportation provider. Fee subject to change. Call (312) 808-3161 with any questions or for directions.

TRUCK TRAFFIC TO LAKESIDE CENTER LEVEL 2 & LEVEL 3 DOCKS

To reach the Lakeside Center (East Building) trucks will leave the Marshalling Yard and travel over the 31st Street Overpass to Fort Dearborn Drive.

FOR LEVEL 2 EAST: Trucks will proceed north on Fort Dearborn Drive and continue through the vehicular tunnel to the north end of the building, turning east on inside roadway. Dock facilities are on the north end. To exit, continue through tunnel south out of the building to East Drive and then south on Fort Dearborn.

FOR LEVEL 3 EAST: Trucks will proceed north on Fort Dearborn Drive. They will then STOP at designated *truck holding line*, and a traffic coordinator will direct your vehicle from there.



TRUCK TRAFFIC TO NORTH BUILDING LEVEL 1 & LEVEL 3 DOCKS

For McCormick Place North Levels 1,2 & 3, trucks should proceed north out of the Marshalling Yard on Moe Drive, to the stop sign. A traffic coordinator will then direct all vehicles to the proper loading/unloading area.

FOR LEVEL 1 NORTH: Trucks will continue north on Moe Drive. To exit, trucks will proceed south on Moe Drive to 31st Street.

FOR LEVEL 3 NORTH: Trucks will travel up ramp to Level 3 dock area. To exit, trucks will exit down the ramp and proceed south on Moe Drive to 31st Street.

TRUCK TRAFFIC TO SOUTH & WEST BUILDING LEVEL 3 DOCKS

For McCormick Place South Level 3 docks, trucks should proceed north out of the Marshalling Yard on Moe Drive, to the stop sign. A traffic coordinator will then direct drivers west on the South Hall Truck Access Drive and up the ramp to the proper dock.

To exit, trucks are to proceed down the ramp from the Level 3 docks; turn right on the South Hall Truck Access Drive and left (south) on Moe Drive.

Note: Oversized loads will receive special instructions upon checking into the Marshalling Yard.

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Email: FreemanChicagoES@freemanco.com

McCORMICK PLACE TRUCK TRAFFIC ROUTES

F R E E M A N
5040 West Roosevelt Road
Chicago, Illinois 60644-1436
(773) 473-7080 • Fax (469) 621-5603
Email: FreemanChicagoES@freemanco.com

ALL FREIGHT MUST BE ACCOMPANIED BY A CERTIFIED SCALE TICKET

ALL DRIVERS MUST PROVIDE THE FOLLOWING INFORMATION ON THEIR BILLS OF LADING:

1. BOOTH NUMBER
2. EXHIBITOR'S NAME
3. SHIPPER'S NAME
4. PIECE SUMMARY
5. ACTUAL HEAVY & LIGHT WEIGHT CERTIFIED SCALE TICKETS
6. NET, GROSS AND TARE WEIGHT

PIECE SUMMARIES MUST BE BROKEN INTO THE FOLLOWING CATEGORIES:

1. CRATES ..... (WOODEN BOXES)
2. CARTONS..... (CARDBOARD BOXES)
3. CARPETS..... (RUGS AND PADS)
4. SKIDS..... (PALLETS)
5. BUNDLES
6. MACHINES
7. MISCELLANEOUS ..... (LOOSE OR UNPACKED ITEMS)

ALL BILLS MUST CONTAIN THIS INFORMATION BEFORE THE FREIGHT CLERK CAN ACCEPT THEM

WE REQUIRE TWO COPIES OF YOUR BILLS OF LADING

IF YOU CANNOT PROVIDE ANY OF THE REQUESTED INFORMATION, PLEASE CONTACT YOUR DISPATCH OR CHECK YOUR FREIGHT CLERK

PLEASE KEEP YOUR C.B. RADIO TUNED TO CHANNEL 35 WHILE IN THE McCORMICK PLACE COMPLEX

F R E E M A N
5040 West Roosevelt Road
Chicago, Illinois 60644-1436
(773) 473-7080 • Fax (469) 621-5603
Email: FreemanChicagoES@freemanco.com

OUTBOUND freight procedures

ALL DRIVERS MUST PROVIDE THE FOLLOWING INFORMATION TO PICK UP FREIGHT FROM A SHOW:

1. BOOTH NUMBER
2. EXHIBITOR'S NAME
3. DESTINATION OF THE FREIGHT
4. CARRIER'S NAME (OR BROKER'S NAME)
5. AREA WHERE VEHICLE IS PARKED

IF THE LOAD HAS BEEN BROKERED OUT TO YOUR COMPANY, YOU MUST HAVE THE EXHIBITOR OR THE BROKER FAX FREEMAN A RELEASE ON THEIR LETTERHEAD.

THE FAX NUMBER FOR THE MARSHALLING YARD IS

(312) 808-1709

WE MUST RECEIVE THE RELEASE BEFORE WE CAN ISSUE THE HARDCARD TO PICK UP THE FREIGHT

THERE MAY BE A WAITING PERIOD BEFORE THE FREIGHT IS READY TO BE PICKED UP
PLEASE WAIT IN THE MARSHALLING YARD UNTIL YOU ARE ISSUED A BILL FROM THE FREIGHT CLERK

PLEASE KEEP YOUR C.B. RADIO TUNED TO CHANNEL 35 WHILE IN THE McCORMICK PLACE COMPLEX

IF YOU DO NOT HAVE ANY OF THE REQUESTED INFORMATION PLEASE CONTACT YOUR DISPATCH FOR ASSISTANCE

F R E E M A N
5040 W Roosevelt Rd
Chicago, IL 60644
(773) 473-7080 Fax: (469) 621-5603
FreemanChicagoES@freemanco.com

OUTBOUND MATERIAL HANDLING AND SHIPPING LABELS

FREEMAN outbound shipping

NAME OF SHOW: **2014 ASCO Annual Meeting / May 31 - June 2, 2014**

COMPANY NAME: BOOTH #: BOOTH SIZE: X

CONTACT NAME : PHONE #:

E-MAIL ADDRESS :

For Assistance, please call (773) 473-7080 to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

EVERY OUTBOUND SHIPMENT WILL REQUIRE A MATERIAL HANDLING AGREEMENT AND LABELS. WE WOULD BE HAPPY TO PREPARE THESE FOR YOU IN ADVANCE AND WILL DELIVER THEM TO YOUR BOOTH AT SHOW SITE TO REVIEW AND SIGN. TO TAKE ADVANTAGE OF THIS SERVICE, PLEASE COMPLETE AND RETURN THIS FORM.

SHIPPING INFORMATION

FROM: SHIPPER/EXHIBITOR NAME: _____

BILLING ADDRESS: _____

CITY: _____ STATE/ PROVINCE: _____ ZIP/ POSTAL CODE: _____

SHIP TO: COMPANY NAME: _____

DELIVERY ADDRESS: _____

_____

CITY: _____ STATE/ PROVINCE: _____ ZIP/ POSTAL CODE: _____

PHONE#: _____ ATTN: _____

SPECIAL INSTRUCTIONS: _____

METHOD OF SHIPMENT

PLEASE CHECK DESIRED METHOD OF SHIPMENT BELOW

FREEMAN EXHIBIT TRANSPORTATION

- ☐ 1 Day: Delivery next business day
- ☐ 2 Day: Delivery by 5:00 P.M. second business day
- ☐ Expedited
- ☐ Deferred: Delivery within 3-4 business days
- ☐ Standard Ground
- ☐ Specialized: Pad wrapped, uncrated, or truckload

☐ OTHER COMMON CARRIER _____

☐ OTHER VAN LINE _____

☐ OTHER AIR FREIGHT _____

☐ Next Day ☐ 2nd Day ☐ Deferred

CARRIER PHONE #: _____

DESIRED NUMBER OF LABELS: _____

Once your shipment is packed and ready to be picked up, please return the Material Handling Agreement to the Exhibitor Services Center.

Verify the piece count, weight and that a signature is on the Material Handling Agreement prior to shipping out.

SHIPMENTS WITHOUT PAPERWORK TURNED IN WILL BE RETURNED TO OUR WAREHOUSE AT EXHIBITOR'S EXPENSE.

Freeman will make arrangements for all Freeman Exhibit Transportation shipments. Arrangements for pick-up by other carriers is the responsibility of the exhibitor. During exhibitor move-out, when time permits, Freeman will attempt a courtesy phone call to your carrier to confirm the scheduled pick-up.

MATERIAL HANDLING

YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE. Acceptance of said terms and conditions will be construed when any of the following conditions are met**:** This Material Handling Agreement (MHA) is signed; Exhibitor's materials are delivered to Freeman's warehouse or to an event site for which Freeman is the Official Show Contractor; or an order for labor and/or rental equipment is placed by Exhibitor with Freeman.

1. **DEFINITIONS**. For purposes of this Contract, Freeman means Freeman Decorating Services, Inc., and its employees, directors, officers, agents, assigns, affiliated companies, and related entities. The term "Exhibitor" means the Exhibitor, its employees, agents, representatives, any Exhibitor Appointed Contractors ("EAC"), and any persons receiving services from Freeman.

2. **PACKAGING/CRATES AND STORAGE.** Freeman shall not be responsible for damage to loose or uncrated materials, padwrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed or labeled materials. Freeman shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or have prior damage. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means. Freeman will not accept any crates or packaging containing hazardous materials. Goods requiring cold storage and those in accessible storage are stored at Exhibitor's own risk. **FREEMAN ASSUMES NO RESPONSIBILITY OR LIABILITY FOR LOSS OR DAMAGE TO GOODS IN COLD STORAGE OR ACCESSIBLE STORAGE.**

3. **EMPTY CONTAINERS**. Empty container labels will be available at the show site service desk. Affixing labels to the containers is the sole responsibility of Exhibitor or its representative. All previous labels must be removed or obliterated. Freeman assumes no responsibility for: error in the above procedures; removal of containers with old empty labels and without Freeman labels; or improper information on empty labels. FREEMAN WILL NOT BE LIABLE FOR LOSS OR DAMAGE TO CRATES AND CONTAINERS OR THEIR CONTENTS WHILE SAME ARE IN EMPTY CONTAINER STORAGE.

4. **INBOUND/OUTBOUND SHIPMENTS.** There may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of Exhibitor, or a lapse of time between the completion of packing and the actual pickup of materials from the booths for loading onto a carrier and ***during such times, Exhibitor materials will be left unattended.*** FREEMAN IS NOT RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS AFTER THEY HAVE BEEN DELIVERED TO EXHBITOR'S BOOTH AT SHOW SITE OR BEFORE THEY HAVE BEEN PICKED UP FOR RELOADING AT THE CONCLUSION OF THE EVENT. Freeman recommends the securing of security services from Facility or Show Management. All MHA's submitted to Freeman by Exhibitor will be checked at the time of pickup from the booth and corrections will be made where discrepancies exist between the quantities of items on any form submitted to Freeman and the actual count of such items in the booth at the time of pickup.

5. **DELIVERY TO THE CARRIER FOR RELOADING**. Freeman assumes no responsibility for loss, damage, theft, or disappearance of Exhibitor's materials after same have been delivered to Exhibitor's appointed carrier, shipper, or agent for transportation after the conclusion of the show. Freeman loads the materials onto the carrier under directions from the carrier or driver of that carrier. Any loading onto the carrier will be understood to be under the exclusive supervision and control of the carrier or driver of that carrier. **FREEMAN ASSUMES NO RESPONSIBILITY FOR LOSS, DAMAGE, THEFT OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS THAT ARISES OUT OF IMPROPERLY LOADED OR LABELED MATERIALS.**

6. **DESIGNATED CARRIERS**. Freeman shall have the authority to change the Exhibitor designated carrier if that carrier does not pick up the shipment(s) at the appointed time. Where no disposition is made by Exhibitor, materials may be taken to a warehouse to await Exhibitor's shipping instructions and Exhibitor agrees to be responsible for charges relating to such rerouting and handling. In no event shall Freeman be responsible for any loss resulting from such rerouting designation.

7. **FORCE MAJEURE.** Freeman's performance hereunder is subject to, and Freeman shall not be responsible for loss, delay, or damage due to, strike, lockouts, work stoppages, natural elements, vandalism, Act of God, civil disturbances, power failures, explosions, acts of terrorism or war, or for any other cause beyond Freeman's reasonable control, nor for ordinary wear and tear in the handling of materials.

8. **CLAIM(S) FOR LOSS**. Exhibitor agrees that any and all claims for loss or damage must be submitted to Freeman immediately at the show site, and in any case not later than ***thirty (30) business days*** after the conclusion of the show or exposition. (For purposes of claim reporting, the "conclusion" of the show shall be construed as the time when Exhibitor's materials are delivered to the carrier for transportation from the show site or from Freeman's warehouse). All claims reported after thirty (30) days will be rejected. In no event shall a suit or action be brought against Freeman ***more than two (2) years*** after the date of loss or damage occurred.

a. **PAYMENT FOR SERVICES MAY NOT BE WITHHELD**. In the event of any dispute between the Exhibitor and Freeman relative to any loss, damage, or claim, Exhibitor shall not be entitled to and shall not withhold payment, or any partial payment, due Freeman for its services as an offset against the amount of any alleged loss or damage. Any claims against Freeman shall be considered a separate transaction and shall be resolved on their own merits.

b. **MAXIMUM RECOVERY.** If found liable for any loss, Freeman's sole and exclusive **MAXIMUM** liability for loss or damage to Exhibitors materials and Exhibitor's sole and exclusive remedy is limited to $.50 (USD) per pound per article with a maximum liability of $100.00 (USD) per item, or $1,500.00 (USD) per shipment whichever is less. All shipment weights are subject to correction and final charges determined by the actual or re-weighed weight of the shipment.

c. **LIMITATION OF LIABILITY.** IN NO EVENT SHALL FREEMAN BE LIABLE TO THE EXHIBITOR OR TO ANY OTHER PARTY FOR SPECIAL, COLLATERAL, EXEMPLARY, INDIRECT, INCIDENTAL, OR CONSEQUENTIAL DAMAGES, WHETHER SUCH DAMAGES OCCUR EITHER PRIOR OR SUBSEQUENT TO, OR ARE ALLEGED AS A RESULT OF, TORTIOUS CONDUCT, FAILURE OF THE EQUIPMENT OR SERVICES OF FREEMAN OR BREACH OF ANY OF THE PROVISIONS OF THIS CONTRACT, REGARDLESS OF THE FORM OF ACTION, WHETHER IN CONTRACT OR IN TORT, INCLUDING STRICT LIABILITY AND NEGLIGENCE, EVEN IF FREEMAN HAS BEEN ADVISED OR HAS NOTICE OF THE POSSIBILITY OF SUCH DAMAGES. SUCH EXCLUDED DAMAGES INCLUDE BUT ARE NOT LIMITED TO LOST PROFITS, LOSS OF USE, AND INTERRUPTION OF BUSINESS OR OTHER CONSEQUENTIAL OR INDIRECT ECONOMIC LOSSES.

9. **DECLARED VALUE**. Declarations of Declared Value are between the Exhibitor and the selected Carrier ONLY, and are in no way an extension of Freeman's maximum liability stated herein. Freeman will use commercially reasonable efforts to transmit the Declared Value instructions to the selected Carrier; however, FREEMAN WILL NOT BE LIABLE FOR ANY CLAIM ARISING FROM THE TRANSMITTAL OF, OR FAILURE TO TRANSMIT, DECLARED VALUE INSTRUCTIONS TO THE CARRIER NOR FOR FAILURE OF THE CARRIER TO UPHOLD THE DECLARED VALUE OR ANY OTHER TERM OF CARRIAGE.

10. **JURISDICTION / VENUE.** THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE STATE OF TEXAS WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAWS RULES. EXCLUSIVE VENUE FOR ALL DISPUTES ARISING OUT OF OR RELATING TO THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICITON IN DALLAS COUNTY, TEXAS.

11. **INDEMNIFICATION**. Exhibitor agrees to indemnify and forever hold harmless Freeman and its employees, directors, officers, and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) arising out or contributed to by Exhibitor's negligent supervision of any labor secured through Freeman; Exhibitor's negligence, willful misconduct, or deliberate act, or the negligence, willful misconduct, or deliberate act of Exhibitor's employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractors (EAC) at the show or exposition to which this Contract relates, including but not limited to the misuse, improper use, unauthorized alteration, or negligent handling of Freeman's equipment; Exhibitor's violation of Federal, State, County or Local ordinances; and/or Exhibitor's violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management.

12. **LIEN**. Exhibitor grants Freeman a security interest in and a lien on all of Exhibitor's goods (including without limitation all equipment) that is from time to time in the possession of Freeman and all the proceeds thereof, including without limitation insurance proceeds (the "Collateral"), to secure the prompt and full payment and performance of all Exhibitor's indebtedness for monies paid, by Freeman on its behalf, services performed, materials and/or labor from time to time provided by Freeman to or for the benefit of Exhibitor ("Obligations"). Freeman shall have all the rights and remedies of a secured party under the Uniform Commercial Code, as may be amended from time to time ("UCC"), and any notice that Freeman is required to give under the UCC of a time and place of a public sale or the time after which any private sale or other intended disposition of any Collateral is to be made shall be deemed to constitute reasonable notice if such notice is mailed by registered or certified mail at least five (5) days prior to such action. Freeman may hold and not deliver any of the Collateral to Exhibitor for so long as there are any Obligations that remain unpaid or unsatisfied.

13 **WAIVER & RELEASE**. Exhibitor, as a material part of the consideration to Freeman for material handling services, waives and releases all claims against Freeman with respect to all matters for which Freeman has disclaimed liability pursuant to the provisions of this Contract.

14. **DRIVER LIABILITY WAIVER**. IN CONSIDERATION OF FREEMAN PERMITTING ENTRANCE TO THE PREMISES, YOU, YOUR EMPLOYER, THE OWNER OF THE TRUCK AND/OR EQUIPMENT THAT YOU ARE OPERATING (TRUCKOWNER) AND YOU AS AGENT OF YOUR EMPLOYER AND THE TRUCKOWNER, HEREBY ASSUME ALL RISK OF INJURY OR HARM TO YOURSELF AND OTHERS AND DAMAGE TO YOUR PROPERTY AND PROPERTY BELONGING TO YOUR EMPLOYER OR OTHERS ARISING FROM YOUR ACTIVITIES WHILE BEING PERMITTED TO ENTER THE PREMISES. YOU AGREE TO ENTER AT YOUR OWN RISK. YOU HAVE FULL KNOWLEDGE OF ANY RISK INVOLVED IN THIS ACTIVITY. YOU RECOGNIZE THE HAZARDS AND ARE AWARE OF ALL THE RULES FOR SAFE OPERATION. YOUR EMPLOYER, THE TRUCKOWNER, AND YOU AGREE TO INDEMNIFY AND HOLD HARMLESS FREEMAN, ITS EMPLOYEES, OFFICERS, DIRECTORS, AGENTS, ASSIGNS, AFFILIATED COMPANIES AND RELATED ENTITIES, AGAINST ANY AND ALL LIABILITY, ACTIONS, CLAIMS, AND DAMAGES OF ANY KIND WHATSOEVER ARISING FROM YOUR ACTIVITIES WHILE BEING PERMITTED TO ENTER THE PREMISE.

PAYMENT & LABOR

YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE.
The terms and conditions set forth below become a part of the Contract between FREEMAN and you, the EXHIBITOR. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

- THE METHOD OF PAYMENT FORM IS SIGNED; OR
- AN ORDER FOR LABOR, SERVICES AND/OR RENTAL EQUIPMENT IS PLACED BY EXHIBITOR WITH FREEMAN; OR
- WORK IS PERFORMED ON BEHALF OF EXHIBITOR BY LABOR SECURED THROUGH FREEMAN.

DEFINITIONS
For purposes of this Contract, ”FREEMAN“ or “The Freeman Companies” means Freeman Decorating Services, Inc., Freeman Decorating Ltd., Freeman Exhibit, AVW-TELAV Inc., Freeman Transportation, Hoffend Xposition, Stage Rigging, Inc., Kerry Technical Services, TFC, Inc., Freeman Electrical Services, and their respective employees, directors, officers, agents, assigns, affiliated companies, and related entities including, but not limited, to any subcontractors FREEMAN may appoint. The term “EXHIBITOR” means the Exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractors (“EAC”).

PAYMENT TERMS
Full payment, including any applicable tax, is due in advance or at show site. All payments must be in U.S. funds and all checks must be drawn on a U.S. bank. Orders received without advance payment or after the deadline date will incur additional After Deadline charges as indicated on each order form. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of FREEMAN except where specifically identified as a sale. All rentals include delivery, installation, and removal from EXHIBITOR’S booth. In case of cancellation of any orders or services by EXHIBITOR, a one-hour “per person, per hour” charge will be applied for all labor orders that are not canceled in writing at least 24 hours prior to the scheduled start time. If Prestige Carpet, Custom-Cut Carpet, Modular Rental Exhibits and any other custom-order items or services have already been provided at the time of cancellation, fees will remain at 100% of the original charge. If the Show or Event is canceled because of reasons beyond FREEMAN’S control, EXHIBITOR remains responsible for all charges for services and equipment provided up to and including the date of cancellation. FREEMAN will not issue refunds to EXHIBITOR of any payments made before the date of cancellation. It is EXHIBITOR’S responsibility to advise the FREEMAN Service Center Representative of problems with any orders, and to check the EXHIBITOR’S invoice for accuracy prior to the close of the Show or Event. If EXHIBITOR is exempt from payment of sales tax, FREEMAN requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless EXHIBITOR is rebilling these charges to its customers. For International EXHIBITORS, FREEMAN requires 100% prepayment of advance orders, and any order or services placed at show site must be paid at the show. For all others, should there be any pre-approved unpaid balance after the close of the show; terms will be net, due and payable in DALLAS, TEXAS upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a prepaid basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by FREEMAN shall be either applied to reduce the principal unpaid balance or refunded to the payer. If past due invoices or invoice balances are placed with a collection agency or attorney for collection or suit, EXHIBITOR agrees to pay all legal and collection costs. THESE PAYMENT TERMS AND CONDITIONS SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE OF TEXAS. In the event of any dispute between the EXHIBITOR and FREEMAN relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to FREEMAN for its services, as an offset against the amount of any alleged loss or damage. Any claims against FREEMAN shall be considered a separate transaction, and shall be resolved on its own merits. FREEMAN reserves the right to charge EXHIBITOR for the difference between the EXHIBITOR’S estimate of charges and the actual charges incurred by EXHIBITOR, or for any charges that FREEMAN may be obligated to pay on behalf of EXHIBITOR, including without limitation, any shipping charges. If EXHIBITOR provides a credit card for payment and charges are rejected by the EXHIBITOR’S credit card company for any reason, FREEMAN hereby provides notice that it reserves the right, and EXHIBITOR authorizes FREEMAN, to continue to attempt to secure payment through that credit card for as long as unpaid balances remain on the EXHIBITOR’S account.

ELECTRICAL
Claims will not be considered, or adjustments made unless filed in writing, by Exhibitor, prior to the close of the event. Freeman is not responsible for any damage or loss caused by the loss of power beyond its control and Exhibitor agrees to hold Freeman, its officers, directors, employees and agents harmless from such power loss. IN NO EVENT SHALL FREEMAN BE LIABLE FOR ANY INDIRECT OR CONSEQUENTIAL DAMAGES (INCLUDING WITHOUT LIMITATION LOST PROFITS) EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, WHETHER UNDER THEORY OF CONTRACT, TORT (INCLUDING NEGLIGENCE), PRODUCTS LIABILITY OR OTHERWISE. Exhibitor shall indemnify and hold harmless Freeman, its officers, directors, employees, and agents from and against any and all claims, liabilities, damages, fines, penalties or costs of whatsoever nature (including reasonable attorneys’ fees) arising out of or in any way connected with Exhibitor’s actions or omissions under this Agreement.

LABOR UNDER THE SUPERVISION OF EXHIBITOR

RESPONSIBILITIES:
EXHIBITOR shall be responsible for the performance of labor provided under this option. It is the responsibility of EXHIBITOR to supervise labor secured through FREEMAN in a reasonable manner as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with FREEMAN’S Safe Work Rules and/or Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to Show or Facility Management rules and/or regulations. It is the responsibility of EXHIBITOR to check in with the Service Desk to pick up labor, and to return to the Service Desk to release labor when the work is completed.

INDEMNIFICATION:
EXHIBITOR agrees to indemnify, hold harmless, and defend FREEMAN from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys’ fees and investigation costs) for bodily injury, including any injury to FREEMAN employees, and/or property damage arising out of work performed by labor provided by FREEMAN but supervised by EXHIBITOR. Further, the EXHIBITOR’S indemnification of FREEMAN includes any and all violations of Federal, State, County or Local ordinances, "Show Regulations and/or Rules" as published and/or set forth by Facility or Show Management, and/or directing labor provided by FREEMAN to work in a manner that violates any of the above rules, regulations, and/or
ordinances.

IMPORTANT
PLEASE REFER TO FREEMAN’S "MATERIAL HANDLING TERMS & CONDITIONS" AS IT RELATES TO MATERIAL HANDLING SERVICES AND TO THE "SERVICE REQUEST & SHIPPING INSTRUCTIONS CONTRACT" AS IT RELATES TO TRANSPORTATION SERVICES. CONTRACT TERMS DEPEND ON THE NATURE OF SERVICES SECURED BY EXHIBITOR THROUGH FREEMAN. TERMS & CONDITIONS MAY VARY FOR EACH TYPE OF SERVICE ORDERED THROUGH FREEMAN.

MOTOR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

This Contract establishes your legal obligations with regard to the property described herein being shipped with Freeman Transportation. It specifically limits your rights and possible recovery if your property is lost or damaged. You must accept all terms and conditions of this Contract. You confirm that you have read and agree with all the terms and conditions of this Contract by receipt without contest. This Contract may not be waived or varied, except in writing, and then only by an authorized representative of Freeman.

1. **DEFINITIONS**. In this Contract, "Freeman" means Freeman Decorating Services, Inc., and its respective employees, officers, directors, agents, assigns, affiliated companies, and related entities including any contractors appointed by Freeman. The term "Shipper" means the person or business for whom the property is being transported, and includes their respective employees, officers, directors, agents, assigns, affiliated companies, and contractors appointed by the Shipper, excluding only Freeman. "Property" is all objects of any type received from the Shipper for transport by Freeman as described herein. "Consignee" is the party to whom Shipper has designated the goods are to be delivered.

2. **FINAL CONTRACT BETWEEN THE PARTIES**. In exchange for Shipper's payments and Freeman's services, which the parties have specified in this Contract, Freeman and Shipper each agree that this Contact shall govern their respective rights and obligations regarding transportation of Shipper's property. This Contract shall take effect when the property first comes into the physical possession of Freeman for inbound shipments and after loading on the applicable carrier for outbound shipments, and the responsibility of Freeman under same shall end when the property has been placed in the possession of the Consignee or the Consignee's designated agent. If any part or provision of this Contract is found by a court of competent jurisdiction to be void or unenforceable, the remainder of the Contract shall continue in full force and effect.

3. **FREEMAN'S RESPONSIBILITIES UNDER THE CONTRACT ARE LIMITED**. Freeman shall not be responsible for the performance of individuals or firms who are not under the direct supervision or control of Freeman. Freeman shall not be responsible for events or causes of loss, delay, or damage beyond its reasonable control, including (by way of illustration only, and not as a limitation on the breadth of this clause), strike, lockout, work slowdown or stoppage, power failure, breakdown of plant or machinery, facility failure, vandalism, theft, Act of God, effect of natural elements, riot, civil commotion or disturbance, terrorism, act of war or belligerent parties, and any other cause or causes beyond the reasonable control of Freeman. Freeman shall not be liable for delay caused by highway obstructions, or faulty or impassable highways, or lack of capacity of any highway, bridge, or ferry, or caused by breakdown or mechanical defects of vehicles or equipment, or from any cause other than the negligence of Freeman. Freeman shall not be bound to transport by any particular schedule, means, vehicle or otherwise, other than with reasonable dispatch.

4. **PACKAGING AND CRATES**. Shipper's property must be well packaged for safe and secure handling, storage and shipment using ordinary care. Freeman makes neither representation nor any warranty regarding the acceptability or suitability of any packaging system or procedure that Shipper might use for its property. Freeman shall not be responsible for damage to loose or uncrated materials, padwrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed or labeled materials. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means. General guidance as to acceptable packaging systems and procedures may be found in publications such as the National Motor Freight Classification, published by the National Motor Freight Traffic Association.

5. **PERISHABLE GOODS**. Goods of a perishable nature are carried in dry trailers without environmental or atmospheric control or other special services unless Shipper states on the face of the "Service Request and Shipping Instructions" that the goods are to be carried in a refrigerated, heated, specially ventilated or otherwise specially equipped trailer. This carriage may be subject to additional charges. Shipper is responsible for bringing the goods to the proper temperature before loading the goods into the trailer, for the proper stowage of the goods within the trailer, and for setting the temperature (including maintenance and repair), during all times after the trailer is spotted by Freeman and before the trailer is received by Freeman. Freeman is not responsible for product deterioration caused by inherent vice, defects in the merchandise or transit times in excess of product shelf life. Refrigerated, heated, specially ventilated or otherwise specially equipped trailers are not equipped to change the temperature of goods (they are equipped only to maintain temperature). Shipper will give written notice of requested temperature setting of the thermostatic controls before receipt of the goods by Freeman. When a loaded trailer is received, Freeman will verify that the thermostatic controls are set to maintain trailer temperature as requested. Freeman is unable to determine whether the goods were at the proper temperature when they were loaded into the trailer or when the trailer is delivered to Freeman. Air temperature at the unit sensor will be maintained within a proper range of plus or minus 5 degrees Fahrenheit of the temperature requested by Shipper on the face of the "Service Request and Shipping Instructions" if the goods were at that temperature when loaded into the container and if the temperature controls were properly set when the container was loaded.

6. **REFUSED SHIPMENTS**. If the Consignee refuses a shipment tendered for delivery or if Freeman is unable to deliver a shipment because of fault or mistake of Freeman, Freeman's liability shall then become that of a warehouseman.

(a) Freeman shall promptly attempt to provide notice, by telephonic, electronic or written communication as provided on the face of these shipping instructions, if so indicated, to Shipper or the party, if any, designated in these instructions to receive notice.

(b) Storage charges, if applicable, shall start no sooner than the next business day following the attempted notification. Storage may be, at Freeman's option, in any location that provides reasonable protection against loss or damage. Freeman may place the shipment in public storage at the owner's expense and without liability to Freeman.

(c) If Freeman does not receive disposition instructions within 48 hours of the time of Freeman's attempted first notification, Freeman will attempt to issue a second and final confirmed notification. Such notice shall advise that if Freeman does not receive disposition instructions within 10 days of that notification, Freeman may offer the shipment for sale at a public auction and Freeman has the right to offer the shipment for sale. The amount of sale will be applied to Freeman's invoice for transportation, storage and other lawful charges. Shipper will be responsible for the balance of charges not covered by the sale of the goods. If there is a balance remaining after all charges and expenses are paid, such balance will be paid to the owner of the property sold hereunder, upon claim and proof of ownership.

(d) Where Freeman has attempted to follow the procedure set forth above and the procedure is not possible, nothing shall be construed to abridge the right of Freeman, at its option, to sell the property under such circumstances and in such manner as may be authorized by law.

(e) When perishable goods cannot be delivered and disposition is not given within a reasonable time, Freeman may dispose of property to the best advantage. When Freeman is directed by Consignee or Consignor to unload or deliver property at a particular location where Consignor, Consignee, or the Agent of either is not regularly located, Freeman„s liability for the shipment shall terminate after unloading or delivery.

7. **INSURANCE. Freeman IS NOT AN INSURER**. Shipper is responsible for obtaining insurance for its property. Freeman provides no insurance for Shipper or its property.

8. **LIMITATION ON SHIPPER'S RECOVERABLE DAMAGES**. Shipper understands that even if Shipper's property is lost, stolen, or damaged, Freeman does not pay replacement or restoration cost of any property. **FREEMAN'S MAXIMUM LIABILITY SHALL BE THE AMOUNT OF PROVEN ACTUAL VALUE NOT EXCEEDING THE LOWER OF THE FAIR MARKET VALUE (THE "FAIR MARKET VALUE" EQUALS THE AS IS WHERE IS PRICE FOR THE PROPERTY AT THE LOCATION OF THE SHOW TO WHICH PRICE A WILLING BUYER AND A WILLING SELLER WOULD AGREE IN AN ORDINARY COURSE OF BUSINESS, ARM'S LENGTH SALE.) OR $25.00 (USD) PER POUND OF CARGO LOST OR DAMAGED UNLESS AT THE TIME OF SHIPMENT SHIPPER MAKES A DECLARATION OF VALUE FOR CARRIAGE IN THE SPACE DESIGNATED ON THE SHIPPING INSTRUCTIONS AND PAYS THE APPROPRIATE VALUATION CHARGE**. Even if Shipper has made a declaration of value, liability shall never exceed the depreciated original invoice value or the fair market value of the property, whichever is less. The value per pound for applying declared valuation charges shall be determined by dividing Shipper's declared value for carriage by the actual weight of the shipment. In all cases not prohibited by law, where a lower value than the actual value of the said property has been stated in writing by Shipper or has been agreed upon in writing as the released value of the property upon which the rate is based, such lower value plus freight charges, if paid, shall be the maximum recoverable amount for loss or damage. **Notwithstanding the above limitations, all shipments containing the following items of extraordinary value are limited to a maximum declared value of $500.00 (USD):** (a) Artworks and objects of art, including without limitation, original paintings, drawings, etchings, watercolors, tapestries and sculptures or prototypes; (b) Clocks, jewelry, including costume jewelry, furs, and fur-trimmed clothing; (c) Personal effects, including without limitation, papers and documents; or (d) Coin money, currency, gift certificates, debit cards, credit cards, and any other items of extraordinary value.

Any declared value in excess of the maximums allowed herein is null and void, and the acceptance by Freeman for carriage of any shipment with a declared value in excess of the allowed maximums does not constitute a waiver of these maximums. In any event, (excluding small package program shipments) **Freeman's MAXIMUM LIABILITY WILL NEVER BE MORE THAN $100,000 PER SHIPMENT**. Shipper understands that even if Shipper is not able to participate or fully participate in a Show due to loss of, theft of, or damage to their property, Freeman shall not be liable or responsible for damages identified by the terms (by way of example only and not in limitation of the breadth of this clause) such as the following: consequential damages, loss of use damages, loss of profits damages, business interruption damages, delay damages, special damages, collateral damages, exemplary damages, damages awarded for gross negligence, direct damages, indirect damages, or damages for failure of performance, breach of contract damages, fraud damages, or any other sort of damage for tort or breach of contract. This limitation shall bind the parties: **(A) WHENEVER OR WHEREVER THE CLAIMED LOSS OR DAMAGE MAY OCCUR; (B) EVEN THOUGH THE ALLEGED LOSS OR DAMAGE IS CLAIMED TO RESULT FROM NEGLIGENCE, STRICT LIABILITY, PRODUCTS LIABILITY, BREACH OF CONTRACT, BREACH OF STATUTE OR REGULATION, OR ANY OTHER LEGAL THEORY OR CAUSE, AND; (C) EVEN THOUGH FREEMAN MAY HAVE BEEN ADVISED OR BE ON NOTICE OF THE POSSIBILITY OR EVEN THE PROBABILITY OF SUCH DAMAGES.**

9. **SHIPPER'S RESPONSIBILITIES AND INDEMNIFICATION**:(a) Shipper must pay in full for the services rendered under this Agreement at the time the services are requested. The existence of a dispute between Shipper and Freeman relative to any claim or other matter shall have no bearing on this duty of payment. No claim may be submitted by or on behalf of Shipper to Freeman unless Shipper's account is current.

(b) Shipper understands and acknowledges that Freeman does not accept or transport illegal or hazardous materials of any kind or nature. Shipper warrants and will ensure that its property is inert, and contains no Hazardous Substances, Hazardous Materials, Chemicals, Gasses, Explosives, Radioactive Materials, Biologically hazardous agents, or any other substance, matter or object in any form that could pose a threat to the health or saFreemany of persons, property, or the public welfare in general. Such goods may be warehoused at owner's risk and expense or destroyed without compensation.

(c) Shipper shall defend and indemnify Freeman, its employees, directors, officers, and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out of or contributed to by any of the following: Shipper's negligence, willful misconduct, or deliberate act; Shipper's violation of Federal, State, County or Local ordinances; Shipper's violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management; and/or Shipper's failure to comply with subsection (b) of this section regarding the inclusion of any dangerous substances in the property placed with Freeman.

10. **CLAIMS**. Claims must be filed in writing within nine (9) months after the date of delivery of the property (or in the case of export traffic, within nine (9) months after delivery at the port of export), except that claims for failure to make delivery must be filed within nine (9) months after a reasonable time for delivery has elapsed. Suits for loss, damage, or delay shall be instituted against Freeman no later than two (2) years and one (1) day from the day when written notice is given by Freeman to the claimant that Freeman has disallowed the claim or any part or parts of the claim specified in the notice. Shipper shall deliver notice of claim for loss or damage by hand, U.S. mail, courier, facsimile, or electronic means to Cunningham Lindsey US, Inc., P.O. Box 703689, Dallas, TX 75370, as soon as loss or damage is discovered. The notice of claim shall invite a prompt joint survey of the damage, at a time and place to be agreed between the parties, and such survey shall go forward promptly. However, if in any case the property is received by the Consignee or the Consignee's agent without notice of loss or damage to property being served on Freeman within 15 calendar days of the receipt of the property, it is agreed between Freeman and Shipper that in that instance the presumption shall arise that the property was delivered in proper quantity and in good condition. Claims filed more than nine (9) months following the date on which the property was delivered or should have been delivered are agreed to be forever time barred.

11. **CHOICE OF FORUM / ARBITRATION**. THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE STATE OF TEXAS WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAWS RULES. EXCLUSIVE VENUE FOR ALL DISPUTES ARISING OUT OF CONTRACT, TORT, COMMON LAW OR RELATING TO THE ENFORCEMENT OR INTERPRETATION OF THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICTION IN DALLAS COUNTY, TEXAS. Notwithstanding anything herein to the contrary, any controversy or claim arising out of or relating to this Agreement, or the breach thereof, shall be exclusively settled by arbitration administered by the American Arbitration Association in accordance with its Commercial Arbitration Rules and judgment on the award rendered by the arbitrator(s) may be entered by any court having jurisdiction thereof.

12. **MISCELLANEOUS**. (a) Shipper warrants the accuracy of the weight and dimension data furnished in this Contract; (b) Shipper understands that once its property is shipped by Freeman pursuant to the instructions contained in this Contract, Shipper has no right to control the shipment, stop the shipment in transit, or divert or reschedule same. (c) Shipper agrees that this Contract may be provided to any third party, including common or contract carriers of cargo by air, water, rail, or road, for the purpose of confirming the right of Freeman to control the handling of the property and all matters related to payment for the shipment. Shipper agrees that all shipments are subject to correction and final charges determined by the actual or re-weighed weight of the shipment.

13. **SMALL PACKAGE PROGRAM.** If items shipped via Freeman's Small Packages program are lost, damaged or destroyed while in Freeman's possession, **FREEMAN'S MAXIMUM LIABILITY SHALL BE $100 per package UNLESS AT THE TIME OF SHIPMENT SHIPPER MAKES A DECLARATION OF VALUE IN THE SPACE DESIGNATED ON THE SHIPPING INSTRUCTIONS AND PAYS THE APPROPRIATE VALUATION CHARGE**. If small packages are received by the Shipper and notice of loss or damage is not received by Freeman within 15 days of the delivery of the property, the parties agree that the presumption shall arise that the property was delivered in proper quantity and in good condition.

AIR CARGO

AIR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

In tendering this shipment, the Shipper and Consignee agree to these TERMS which no agent or employee of the parties may alter. This Air Service Request and Shipping Instruction Contract is NON-NEGOTIABLE and has been prepared by Shipper, or if by Freeman or another on Shipper's behalf, it shall be deemed, conclusively, to have been prepared by the Shipper. The Shipper agrees that this shipment is subject to the TERMS stated herein All TERMS, including but not limited to, all the limitations of liability, shall apply to our agents and their contracting carriers.

1. DEFINITIONS: In this Contract, "Freeman" means Freeman Decorating Services, Inc., and its respective employees, officers, directors, agents, assigns, affiliated companies, and related entities including any contractors appointed by Freeman. The term "Shipper" means the person or business for whom the property is being transported, and includes their respective employees, officers, directors, agents, assigns, affiliated companies, and contractors appointed by the Shipper, excluding only Freeman. "Property" is all objects of any type received from the Shipper for transport by Freeman as described herein. "Consignee" is the party to whom Shipper has designated the goods are to be delivered.

2. FINAL CONTRACT BETWEEN THE PARTIES: In exchange for Shipper's payments and Freeman's services, which the parties have specified in this two-page Contract (including the Air Cargo Service Request and Shipping Instructions), Freeman and Shipper each agree that this Contact shall govern their respective rights and obligations regarding transportation of Shipper's property. This Contract shall take effect when the property first comes into the physical possession of Freeman, and the responsibility of Freeman under same shall end when the property has been placed in the possession of the Consignee or the Consignee's designated agent. If any part or provision of this Contract is found by a court of competent jurisdiction to be void or unenforceable, the remainder of the Contract shall continue in full force and effect.

3. Freeman'S RESPONSIBILITIES UNDER THE CONTRACT ARE LIMITED: Freeman is responsible for the satisfactory performance of only those services which it directly provides under this Contract. Freeman shall not be responsible for the performance of individuals of firms who are not under the direct supervision or control of Freeman. Freeman shall not be responsible for events or causes of loss, delay, or damage beyond its reasonable control, including (by way of illustration only, and not as a limitation on the breadth of this clause), strike, lockout, work slowdown or stoppage, power failure, breakdown of plant or machinery, facility failure, vandalism, theft, Act of God, effect of natural elements, riot, civil commotion or disturbance, terrorism, act of war or belligerent parties, and any other cause or causes beyond the reasonable control of Freeman. EXCEPT FOR ELIGIBLE GUARANTEED SERVICE SHIPMENTS, Freeman DOES NOT GUARANTEE DELIVERY BY ANY SPECIFIC TIME OR DATE.

4. PACKAGING AND CRATES: Shipper's property must be well packaged for safe and secure handling, storage and shipment using ordinary care. Each piece must be legibly and durably marked with the name and address, including correct ZIP code of the Shipper and Consignee. When a container is used repetitively by Shipper, Shipper must remove all old labels, tags, markings, etc., and Shipper must ensure that the container retains adequate strength for transportation. Freeman makes neither representation nor any warranty regarding the acceptability or suitability of any packaging system or procedure that Shipper might use for its property. Freeman shall not be responsible for damage to loose or uncrated materials, padwrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed or labeled materials. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means. General guidance as to acceptable packaging systems and procedures may be found in publications such as the National Motor Freight Classification, published by the National Motor Freight Traffic Association. For shipments of Perishable Commodities, U.S. and Canadian shipments must be packed to travel without spoilage for 72 hours from time of pickup; all International shipments must be packed to travel without spoilage for 24 hours beyond an agreed deadline. Freeman reserves the right to periodically embargo regions of the world due to conditions that may cause damage to perishable commodities.

5. REFUSED SHIPMENTS: If the Consignee refuses a shipment tendered for delivery or if Freeman is unable to deliver a shipment because of fault or mistake of the Consignor or Consignee, Freeman's liability shall then become that of a warehouseman.

(a) Freeman shall promptly attempt to provide notice, by telephonic, electronic or written communication as provided on the face of these shipping instructions, if so indicated, to Shipper or the party, if any, designated to receive notice in these instructions.
(b) Storage charges, based on Freeman's applicable rates, shall start no sooner than the next business day following the attempted notification. Storage may be, at Freeman's option, in any location that provides reasonable protection against loss or damage. Freeman may place the shipment in public storage at the owner's expense and without liability to Freeman.
(c) If Freeman does not receive disposition instructions within 48 hours of the time of Freeman's attempted first notification, Freeman will attempt to issue a second and final confirmed notification. Such notice shall advise that if Freeman does not receive disposition instructions within 10 days of that notification, Freeman may offer the shipment for sale at a public auction and Freeman has the right to offer the shipment for sale. The amount of sale will be applied to Freeman's invoice for transportation, storage and other lawful charges. Shipper will be responsible for the balance of charges not covered by the sale of the goods. If there is a balance remaining after all charges and expenses are paid, such balance will be paid to the owner of the property sold hereunder, upon claim and proof of ownership.
(d) Where Freeman has attempted to follow the procedure set forth above and the procedure is not possible, nothing shall be construed to abridge the right of Freeman, at its option, to sell the property under such circumstances and in such manner as may be authorized by law.
(e) When perishable goods cannot be delivered and disposition is not given within a reasonable time, Freeman may dispose of property to the best advantage. Where Freeman is directed by Consignee or Consignor to unload or deliver property at a particular location where Consignor, Consignee, or the Agent of either is not regularly located, Freeman„s liability for the shipment shall terminate after unloading or delivery.

6. LIMITATION ON SHIPPER'S RECOVERABLE DAMAGES: Freeman's LIABILITY FOR DAMAGES ON DOMESTIC SHIPMENTS, INCLUDING BUT NOT LIMITED TO THOSE DAMAGES ARISING FROM OR RELATED TO MISDELIVERY, INCOMPLETE OR OTHERWISE INADEQUATE DELIVERY (INCLUDING BUT NOT LIMITED TO FAILURE TO FOLLOW SHIPPER OR CONSIGNEE INSTRUCTIONS OR FAILURE TO COLLECT OR PROPERLY DELIVER A PAYMENT INSTRUMENT), NONDELIVERY, MISSED PICKUP, AND LOSS OF OR DAMAGE TO CARGO, SHALL BE LIMITED TO THE HIGHER OF $50.00 (USD) PER SHIPMENT OR $.50 (USD) PER POUND ($1.10 (USD) PER KILOGRAM) OF CARGO ADVERSELY AFFECTED THEREBY, PLUS TRANSPORTATION CHARGES APPLICABLE TO THAT PART OF THE SHIPMENT ADVERSELY AFFECTED THEREBY, UNLESS AT TIME OF SHIPMENT THE SHIPPER MAKES A DECLARATION OF VALUE FOR CARRIAGE IN THE SPACE DESIGNATED ON THE SERVICE REQUEST AND SHIPPING INSTRUCTIONS FORM AND PAYS THE APPROPRIATE VALUATION CHARGE. IN NO EVENT SHALL Freeman's LIABILITY EXCEED THE DECLARED VALUE OF THE SHIPMENT OR THE AMOUNT OF LOSS OR DAMAGE ACTUALLY SUSTAINED, WHICHEVER IS LOWER. IF CARRIAGE OF THE SHIPMENT IS SOLELY OR PARTLY BY AIR AND INVOLVES AN ULTIMATE DESTINATION OR A STOP IN A COUNTRY OTHER THAN THE COUNTRY OF DEPARTURE, Freeman's LIABILITY FOR CARGO LOST, DAMAGED OR DELAYED SHALL BE LIMITED TO $9.07 PER POUND ($20.00 PER KILOGRAM) FOR CARRIAGE SUBJECT TO THE UNAMENDED WARSAW CONVENTION OR THE WARSAW CONVENTION AS AMENDED BY THE HAGUE PROTOCOL OF 1955, 17 SPECIAL DRAWING RIGHTS PER KILOGRAM FOR CARRIAGE SUBJECT TO THE WARSAW CONVENTION AS AMENDED BY THE MONTREAL PROTOCOL NO. 4 OF 1975, OR $9.07 PER POUND ($20.00 PER KILOGRAM) FOR CARRIAGE WHERE THE WARSAW CONVENTION, INCLUDING ITS AMENDMENTS, DOES NOT APPLY FOR ANY REASON, UNLESS A HIGHER DECLARED VALUE IS REQUESTED, AND THE FEES SET FORTH IN THE SERVICE GUIDE FOR SUCH HIGHER DECLARED VALUE ARE PAID. FOR INTERNATIONAL SHIPMENTS, THIS SHIPPING REQUEST AND SHIPPING INSTRUCTION CONTRACT SHALL BE DEEMED AN AIR WAYBILL WITHIN THE MEANING OF THE WARSAW CONVENTION.

Notwithstanding the above limitations, domestic shipments containing the following items of extraordinary value are limited to a maximum declared value of $500.00 (USD):
(a) artworks and objects of art, including without limitation original paintings, drawings, etchings, water colors, tapestries and sculpture;
(b) clocks, watches, jewelry (including costume jewelry), furs and fur-trimmed clothing;
(c) personal effects;
(d) and other inherently fragile or unique items, including prototypes, etc.

Any declared value in excess of the maximums allowed herein is null and void, and the acceptance by Freeman for carriage of any shipment with a declared value in excess of the allowed maximums does not constitute a waiver of these maximums. Shipper understands that even if Shipper is not able to participate or fully participate in a show due to loss of, theft of, or damage to its property, Freeman shall never be liable or responsible for damages identified by the terms (by way of example only and not in limitation of the breadth of this clause) such as the following: consequential damages, loss of use damages, loss of profits damages, business interruption damages, delay damages, special damages, collateral damages, exemplary damages, damages awarded for gross negligence, direct damages, indirect damages, damages for failure of performance, breach of contract damages, fraud damages, or any other sort of damage for tort or breach of contract. This limitation shall bind the parties

(a) whenever or wherever the claimed loss or damage may occur;
(b) even though the alleged loss or damage is claimed to result from negligence, strict liability, products liability, breach of contract, breach of statute or regulation, or any other legal theory or cause, and;
(c) even though Freeman may have been advised or be on notice of the possibility or even the probability of such damages.

Freeman makes no warranties, express or implied, and expressly disclaims any and all warranties. Except for Freeman's failure to deliver in accordance with the Guaranteed Service section of the Service Guide, Freeman will not be liable for misdelivery, incomplete or otherwise inadequate delivery (including but not limited to failure to follow Shipper or Consignee instructions or failure to collect or properly deliver a payment instrument), non-delivery, missed pickup, delay on International shipments, loss or damage unless caused by Freeman'S sole negligence.

7 . SHIPPER'S RESPONSIBILITIES AND INDEMNIFICATION:

a) Shipper must pay in full for the services rendered under this Contract at the time the services are requested. The existence of a dispute between Shipper and Freeman relative to any claim or other matter shall have no bearing on this duty of payment. No claim submitted by or on behalf of Shipper will be processed unless Shipper's account is current.

b) Shipper understands and acknowledges that Freeman does not accept or transport illegal, dangerous or hazardous materials of any kind or nature. Shipper warrants and ensures that its property is inert, and contains no Hazardous Substances, Hazardous Materials, Chemicals, Gases, Explosives, Radioactive Materials, Biologically hazardous agents, or any other substance, matter or object in any form that could pose a threat to the health or safety of persons, property or the public welfare in general. Such goods may be warehoused at owner's risk and expense or destroyed without compensation.

c) Shipper shall defend and indemnify Freeman, its employees, directors, officers, and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out of or contributed to by any of the following: Shipper's negligence, willful misconduct, or deliberate act; Shipper's violation of Federal, State, County or Local ordinances; Shipper's violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management; and/or Shipper's failure to comply with (b) of this Agreement regarding the inclusion of any dangerous substances in the property placed with Freeman.

8. CLAIMS: Shipper, Consignee, or any other party claiming an interest in the shipment must notify Freeman immediately upon delivery, or in the case of loss or damage which could not have been noted at the time of delivery, within fourteen (14) days of delivery, of any loss or damage to the shipment. Receipt of the shipment by the Consignee or the Consignee's agent without written notice on the delivery receipt and/or delivery manifest will be prima facie evidence that the shipment was delivered in good condition. The amount of the claim may not be deducted from the transportation charges. Notice of loss or damage MUST be reported to Freeman at 800-995-3579. The shipment, its container(s), and packing material must be made available to Freeman for inspection at the delivery location. All shipments are subject to opening for inspection by Freeman; however, Freeman is not obligated to perform such inspection. All claims for loss or damage MUST be made in writing to Freeman within one hundred and twenty (120) calendar days after the date of acceptance of the shipment by Freeman. Please refer to the Service Guide for claim procedures. All claims for service failure must be made within thirty (30) calendar days from the date of shipment and Freeman's sole liability for such claims arising from Guaranteed Service shipments shall be limited to the transportation charges as provided in the Guaranteed Service section of the Service Guide. All claims for overcharge must be made in writing to Freeman within sixty (60) calendar days after the invoice date. No action for loss or damage may be maintained against Freeman unless (a) claimant complies with all requirements of this section and (b) for domestic shipments, if the claimant commences the action within one (1) year of the shipment by Freeman unless otherwise required by International, Federal or State Law. If the claim is for loss or damage involving International shipments, claimant must commence the action within two (2) years from the date of acceptance of the shipment by Freeman unless otherwise required by International, Federal or State Law. For purposes of this section, no action shall be deemed to have commenced until receipt by Freeman of service of process of the action on Freeman. Claims for loss or damage must be delivered to the following address: Cunningham Lindsey US, Inc., P.O. Box 703689, Dallas, TX 75370.

9. CHOICE OF FORUM: THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE UNITED STATES [INCLUDING ADOPTED INTERNATIONAL CONVENTIONS] AND THE STATE OF TEXAS WITHOUT GIVING EFFECT TO THE STATE'S CONFLICT OF LAWS RULES. FREEMAN AND SHIPPER AGREE THAT ANY CLAIM OR DISPUTE OF ANY SORT ARISING OUT OF OR IN ANY WAY RELATED TO THIS CONTRACT, ITS PERFORMANCE OR NONPERFORMANCE, OR DAMAGES ALLEGEDLY RESULTING FROM SAME WILL BE ARBITRATED IN THE CITY OF DALLAS, TEXAS, AND THE RULES OF THE AMERICAN ARBITRATION ASSOCIATION WILL APPLY. IF BINDING ARBITRATION IS UNAVAILABLE TO RESOLVE ANY CONTROVERSY AND IT IS NECESSARY TO LITIGATE THE DISPUTE, THE DISPUTE SHALL BE LITIGATED IN A COURT OF COMPETENT JURISDICTION IN DALLAS COUNTY, TEXAS.

10. MISCELLANEOUS: Shipper warrants the accuracy of the weight and dimension data furnished in this Contract. Shipper understands that once its property is shipped by Freeman pursuant to the instructions contained in this Contract, Shipper has no right to control the shipment; stop the shipment in transit, or divert or reschedule same, and that Shipper will have no control over the property until it is delivered pursuant to the instructions in this Contract. Shipper agrees that this Contract may be provided to any third party, including common or contract carriers of cargo by air, water, rail, or road, for the purpose of confirming the right of Freeman to control the handling of the property and all matters related to payment for the shipment.

IMPORTANT ELECTRICAL EXHIBITING INFORMATION

Exhibitors requiring electrical services should thoroughly read and understand the rules and regulations posted in the Exhibitor Service Kit.

All questions or concerns can be directed to Freeman's electrical department for clarification at 773-379-5040 or faxed to 773-379-5042.

All exhibitor provided equipment for connection to Freeman electrical or for distribution of power within the exhibit may require an inspection to ensure compliance with all Federal, State and Local Codes as listed on the Electrical Order Form.

Exhibitor provided equipment for electrical distribution or equipment connection shall require Freeman to make the final connection from Freeman's power distribution equipment to the exhibit. This is required only to ensure proper voltage and connection prior to energizing any exhibits.

As an exhibitor, should you choose to provide equipment with electrical connectors to plug directly into Freeman electrical equipment, the following list provided will ensure the proper connection:

500 Watts to 2000 Watts - Standard U-Ground 15 or 20 Amp Cord Cap / 515 or 520

20 Amp 120/208 5 Wire - Hubbel Male - HBL 2511 / L2120P

30 Amp 120/208 5 Wire – Hubbel Male – HBL 2811/L2130P

30 Amp Y277 / 480 5 Wire - Hubbel Male - HBL 2821 / L2230P

60 Amp 208v & 480v Daniel Woodhead 5 Wire - Male Y560P

100 Amp 208v & 480v Mini-Cam - Male Leviton 15SDM - Female 15SDF
(Hots – Male Neutral & Ground – Female)

200 / 400 Amp 208v & 480v Large-Cam - Male Hubbel HBL 400PT EKE - Female Hubbel HBL 400CT (Hots – Male Neutral &Ground – Female)

All of the above listed items may be found at your local electrical wholesale houses. Should you require additional information, please contact Freeman's electrical department.

Hopefully, you find this information useful in planning your event. If we can provide further assistance, please don't hesitate to contact Freeman's electrical department.

We appreciate your business.

FREEMAN

ELECTRICAL SERVICES

The grid below may be printed to lay out your electrical requirements for booths up to 40 x 40 or used as a sample to develop your own plan for larger exhibits. Please complete as clearly as possible, indicating the following:

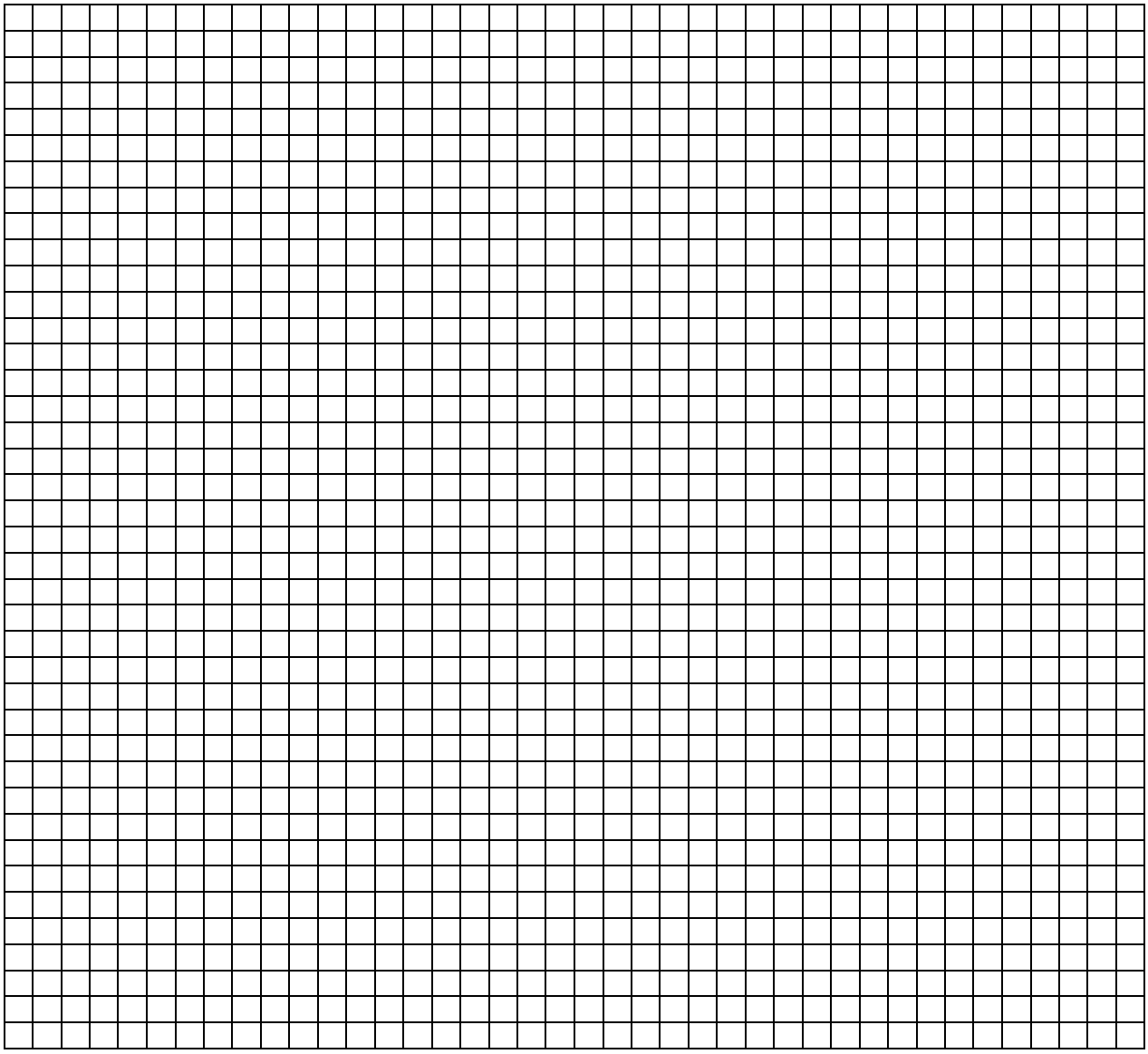
1. **Location of the main power drop**. Power needs to be distributed from one location at which a panel or other piece of electrical equipment will be installed. It is recommended that this equipment be placed in a closet, under a table/desk or in another location that keeps it out of sight. Please provide specific dimensions.
2. **Location and load of all outlets**. Please provide specific dimensions and wattages/amperages. *Please **do not** simply place an X where power is required.*
3. **Booth orientation**. Please provide surrounding aisle and/or booth numbers, particularly for island booths. Also, please try to orient your booth to the overall floor plan so that the diagram does not have to be rotated.

SHOW NAME _____ DATES _____

COMPANY NAME _____ BOOTH # _____

Adjacent Aisle or Booth# _____

Adjacent Aisle or Booth # _____



Adjacent Aisle or Booth # _____

Adjacent Aisle or Booth # _____

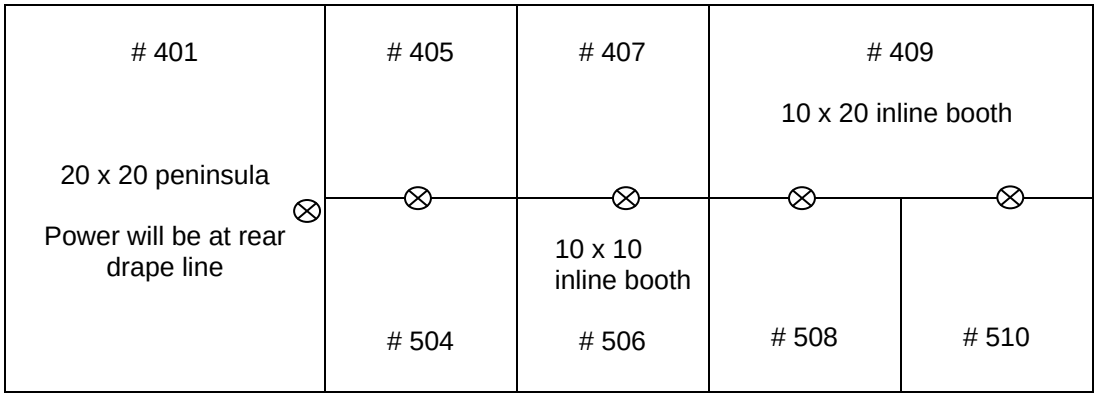
A measurement scale can be applied as necessary to reflect the size of your booth.

10 x 10 use 1 square = 1/4 foot **20 x 20 use 1 square = ½ foot** **40 x 40 use 1 square = 1 foot**

SAMPLE LAYOUTS

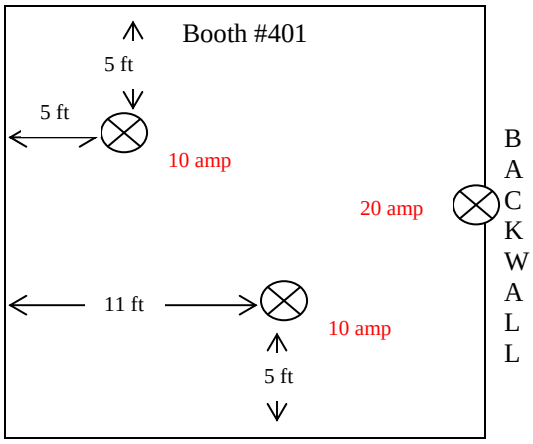
INLINE BOOTHS

Power is run or dropped to inline booths along the back walls or drape line of multi booth sections. The “main power locations” therefore are always located at the back of inline and peninsula booths. Outlets may not be in the exact center of the back wall. 120 volt outlets are shared by back to back booths. Example: Outlet = ⊗

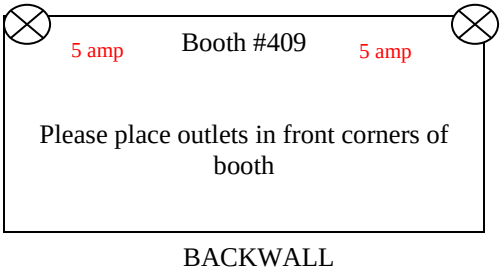


Electrical layouts are required whenever an outlet is needed at any other location within the booth except for the back wall. Exact measurements and/or comments that clearly indicate outlet locations **must be included**. Examples based on above floor plan:

20 x 20 Peninsula – Booth # 401
Order = 2-10 amp, 1-20 amp outlets



10 x 20 Inline – Booth # 409
Order = 2 x 5 amp outlets

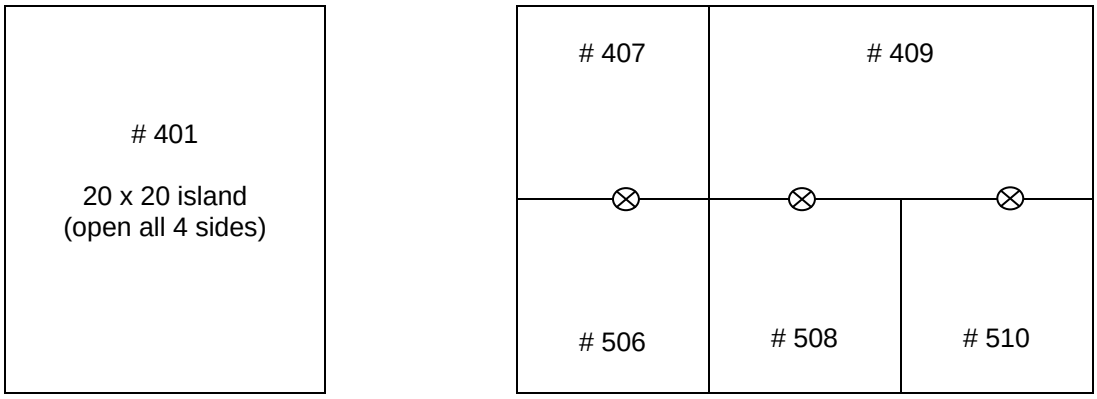


ISLAND BOOTHS

Electrical layouts are always required for island booths and **must include** the following information:

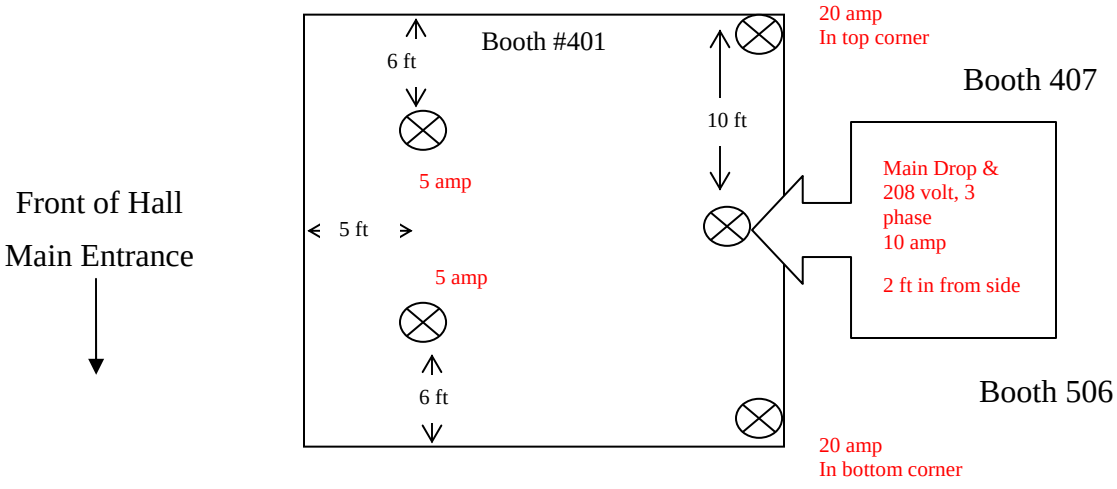
1. **Main Drop.**
   Since there is no back wall in an island, the exhibitor supplies the location of the main drop, whether one or multiple outlets are ordered. When it will be the point from which power will be distributed to other outlets in the booth, a panel or other piece of electrical equipment will be installed at the main drop. For this reason, it is recommended that main drops be located in a closet, under a table/desk or in another area that keeps it out of sight. Measurements must be provided to the main drop.
2. **Location and load of all outlets.**
   Again, dimensions must be provided to all satellite outlets along with the load of each outlet. It is best to indicate voltage, phase and amperage for all outlets once an order exceeds 120 volt service.
3. **Booth orientation.**
   Providing reference points such as surrounding aisle and/or booth numbers defines how an island booth is oriented to the overall show floor plan. In other words, which side is which? It is best to draw your layout relative to the show floor plan so that both are facing the same direction. Examples:

Section of show floor plan



20 x 20 Island – Booth # 401

Order = 1 x 208 volt, 3 phase, 10 amp + 120 volt, 2 x 20 amp + 2 x 5 amp outlets



ELECTRICAL USAGE GUIDE

The following wattages are approximate and are provided to help you estimate your power usage. We recommend that you refer to a specification sheet or the electrical stamp or label usually located on the back or bottom of any electrical apparatus and order one outlet for each piece of equipment to avoid tripping/power outages during the event.

100 WATTS = 1 AMP

	WATTAGE
Blender	1000
Can Opener	500
Credit Card Reader / Lead Retrieval	100
Cash Register	100 - 200
Coffee Pot	
Household size	1200
Large Brewer	1500 - 2000
Computers	
Desk Top (monitor & CPU)	200 - 900
Lap Top	150 - 300
Monitor (independent)	50 - 200
Computer Printer	
Dot Matrix	100 - 500
Laser	400 - 1000
Crock Pot	200 -1000
DVD Player	100
Electric Frying Pan	1200 - 2000
Fax Machine	1000
Food Processor	500 – 2000
Glue Gun	300
Griddle	1500
Hair Dryer	1000 - 1900
Heat Lamps (per lamp)	250
Heater (portable)	1500 - 2000
Hot Plate	
Single	1000
Double	1500 – 2000
Hot Water Heater	30 amp/208 volt/Single Phase

	WATTAGE
Imprinter for T-Shirts	2000
Iron	700 - 1100
Juicer	
Single	500
Double	1000
Laminator	2000
Lead Retrieval / Card Reader	100
Lights with Freeman rental booths	200 each
Microwave Oven	500 – 2000
Mixer	500 – 1000
Photocopier	dependent upon size – may require 208v
Pizza Oven (small)	30 amp/120 volt Special Connection
Plasma TV – 32” to 50”	1000
Popcorn Maker	2000
Projector (May be dependent upon size)	1000
Refrigerator	
Small	100
Regular	700
Meat Slicer	500 - 1000
Steamer	2000
Stereo (amplifier)	100 - 500
Television	100 - 500
Toaster	1000
Toaster Oven	1500
Typewriter	100
Vacuum Cleaner	1500
Water Cooler	100

F R E E M A N
5040 West Roosevelt Road
Chicago, Illinois 60644-1436
(773) 473-7080 • Fax (469) 621-5603
Email: FreemanChicagoES@freemanco.com

DISCOUNT PRICE DEADLINE DATE
MAY 5, 2014

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **2014 ASCO Annual Meeting / May 31 - June 2, 2014**

COMPANY NAME: BOOTH #:

CONTACT NAME: PHONE #:

E-MAIL ADDRESS:

For Assistance, please email our experts at **chicagoelectrical@freemanco.com** or call 773-473-7080.

For fast, easy ordering, go to www.freemanco.com/store

ELECTRICAL LABOR

LABOR RATES & SCHEDULE:

Straight Time - 8:00 am - 4:30 pm Monday through Friday (Excluding Holidays)
Overtime - 4:30 pm to Midnight Monday through Friday; First (8) hours at work on Saturday up to 4:30 pm.
Double Time - After (8) hours at work on Saturday, or after 4:30 pm on Saturday; regardless of starting time.
ALL DAY Sunday and Holidays and Midnight to 6:00 am Monday through Friday

Straight Time, Overtime and Double Time Labor Invoicing will be in compliance per MPEA Legislation.

Description	Advance Price	Show Site Price
Electrician - ST	**$ 95.00**	**$123.50**
Electrician - OT	**$140.00**	**$182.00**
Electrician - DT	**$185.00**	**$240.50**
Scissor Lift w/crew - ST	**$269.05**	**$349.75**
Scissor Lift w/crew - OT	**$314.05**	**$408.25**
Scissor Lift w/crew - DT	**$359.05**	**$466.75**
Condor w/crew - ST	**$417.30**	**$542.50**
Condor w/crew - OT	**$507.30**	**$659.50**
Condor w/crew - DT	**$597.30**	**$776.50**

Dismantle labor will be charged at 50% of the total install time rounded to the next half hour.

- **Show site price applies to all labor orders placed at show site.**
- **Start time guaranteed only at start of working day.**

Review the list of work below to determine if electrical labor is required in your booth. None of the following services may be performed by other Unions or I & D houses as it falls under electrical jurisdiction. Time and material charges will apply. Please visit the Freeman service desk to confirm that you are ready for service.

Note: For more information and an example of a completed floorplan please see the following page.

FLOOR WORK:

Floor work is the distribution of electrical under carpet and flooring.

☐ **OK TO PROCEED WITHOUT EXHIBITOR PRESENT:**

Complete Before: Date_____ Time _____

Work is completed prior to your arrival. Freeman must receive detailed blue prints/floor plans for power distribution under carpet.

PRINT NAME: _____

AUTHORIZED SIGNATURE:_____

☐ **EXHIBITOR SUPERVISION (DO NOT PROCEED):**

Date_____Time_____# of Electricians _____

NAME OF ON-SITE CONTACT:_____

CELL PHONE:_____

Special Instructions:_____

_____

_____

_____

_____

BOOTH WORK:

Booth work is any of the following. Please check all that apply:

- ☐ Distribution of electrical overhead (more than one drop location in your booth).
- ☐ Distribution of electrical through booth structure.
- ☐ Mounting of plasmas/LCD monitors and lights.
- ☐ Connection or hard wiring of all exhibitor equipment.
- ☐ Lighting used as spot or flood lights.
- ☐ Assembly and installation of all lighting from truss or beams (including assembly and hanging of truss).
- ☐ Wiring of overhead signs.
- ☐ Installation of electrical headers and/or light boxes.
- ☐ Other_____

Labor Request

Date_____Time_____Est. # Hours_____# Electrician_____

Date_____Time_____Est. # Hours_____# Electrician_____

Date_____Time_____Est. # Hours____Lift Type_____

NAME OF ON-SITE CONTACT: _____

CELL PHONE:_____

Special Instructions: _____

_____

_____

FREEMAN electrical labor

ELECTRICAL INSTRUCTIONS

1 Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published.

2 A minimum charge of one half (1/2) hour is applicable to all labor requests. Additional time on the same day is billed in 1/2 hour increments. Continuations to another day are a minimum of one half (1/2) hour.

3 Labor must be picked up at the Freeman service desk. Charges for labor commence at time of dispatch to service the labor call. A one half (1/2) hour minimum will apply if an exhibitor representative is not present at the time of call or reschedules the call, unless 24 hour advance notice is received in writing.

4 Labor charges will include the time for electricians to gather the necessary tools and material for the job, have their work checked by the client and return the tools and material to the supply area.

5 Exhibitors may supply their own 14 gauge 3 wire, extension cords and/or power strips, both of which must be grounded and UL approved.

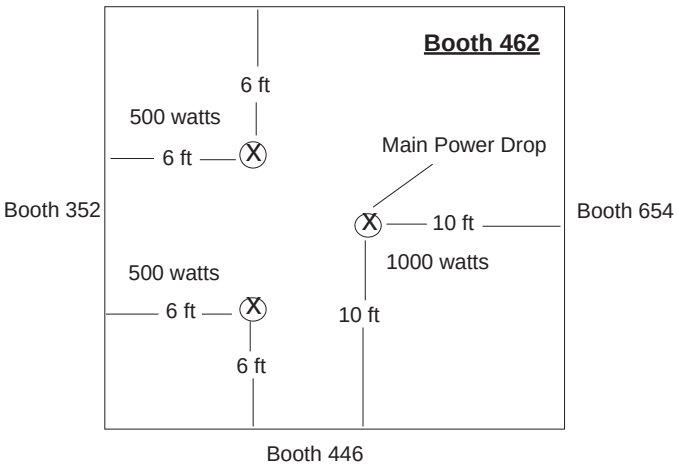
CANCELLATION POLICY

A 50% refund will be applied to electrical outlets cancelled after installation. Refunds will not be issued for materials and/or labor charges related to the installation.

EXAMPLE OF PLAN AND INFORMATION REQUIRED TO COMPLETE FLOORWORK

Please indicate the following on the floor plan.

1. **Location and load of main power drop - please provide specific dimensions and wattages/amperages.**
2. **Location and load of all outlets - please provide specific dimensions and wattage, amperage and voltage.**
3. **Booth orientation - please provide surrounding aisle and/or booth numbers.**



F R E E M A N
5040 West Roosevelt Road
Chicago, Illinois 60644-1436
(773) 473-7080 • Fax (469) 621-5603
Email: FreemanChicagoES@freemanco.com

DISCOUNT PRICE DEADLINE DATE
MAY 5, 2014

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

FREEMAN electrical

NAME OF SHOW: **2014 ASCO Annual Meeting / May 31 - June 2, 2014**

COMPANY NAME: BOOTH #:

CONTACT NAME: PHONE #:

E-MAIL ADDRESS:

For Assistance, please email our experts at chicagoelectrical@freemanco.com or call 773-473-7080.

For fast, easy ordering, go to www.freemanco.com/store

ELECTRICAL OUTLETS (Double Price for 24 Hour Service)

Power includes delivery of the service to one location at the rear of the booth in peninsula and inline booths. Please see the Electrical Labor order form for rates and instructions if you require outlets in other locations, have lights or electrical items to hang or erect, have orders for power of 208v or higher, or have other electrical requirements.

110/120 VOLT

	Quantity (For Show Hours Only) Show	Quantity (For 24 hrs/day Double Price) 24 Hr.	Discount Price	Standard Price	TOTAL
500 Watts (5 amps)	_____	_____	102.50	153.75	= $_____
1000 Watts (10 amps)	_____	_____	182.00	273.00	= $_____
2000 Watts (20 amps)	_____	_____	282.50	423.75	= $_____

208 VOLT SINGLE PHASE (Labor Required for Connection)

20 Amps	_____	_____	455.50	683.25	= $_____
30 Amps	_____	_____	479.00	718.50	= $_____
60 Amps	_____	_____	524.00	786.00	= $_____
100 Amps	_____	_____	1,049.00	1,573.50	= $_____

208 VOLT THREE PHASE (Labor Required for Connection)

20 Amps	_____	_____	562.00	843.00	= $_____
30 Amps	_____	_____	626.00	939.00	= $_____
60 Amps	_____	_____	678.50	1,017.75	= $_____
100 Amps	_____	_____	1,106.00	1,659.00	= $_____
200 Amps	_____	_____	2,212.00	3,318.00	= $_____
400 Amps	_____	_____	3,806.00	5,709.00	= $_____

Transformer to Boost 208V to Approx. 230V - $6.55 per Amp (20 Amp Min.)

Qty of Amps _____ X Price $ _____ = $_____

480 VOLT THREE PHASE (Labor Required for Connection)

20 Amps	_____	_____	686.00	1,029.00	= $_____
30 Amps	_____	_____	723.00	1,084.50	= $_____
60 Amps	_____	_____	981.50	1,472.25	= $_____
100 Amps	_____	_____	1,136.50	1,704.75	= $_____
200 Amps	_____	_____	2,261.00	3,391.50	= $_____

LIGHTING (Price Includes Power & Labor for Installation)

Single Light Stand (200w)	_____	139.00	208.50	= $_____
Double Light Stand (400w)	_____	214.50	321.75	= $_____
Arm Light	_____	134.00	201.00	= $_____
Overhead Quartz Light*	_____	407.50	611.25	= $_____

*Overhead quartz lights include labor and equipment to install and first focus.

*May require labor and/or lift at additional charge. Please contact chicagoelectrical@freemanco.com for estimated charges.

For single or double light stand; price includes installation along the side rails of an inline booth. Placement elsewhere will require additional labor and materials.

Extension cords and power strips are available for rental at the Freeman Service Desk.

ADDITIONAL INFORMATION

FOR ADVANCE PAYMENT PRICE
Your order with full payment along with a floor plan indicating main power location and distribution points, if applicable, must be received prior to:
DEADLINE DATE OF:
MAY 5, 2014

MULTIPLE OUTLET LOCATIONS / ISLAND BOOTHS
A scaled floor plan is required for orders with multiple outlet locations and/or island booths. Detailed examples are provided on the following page. If a power location or main drop in an island booth is not provided prior to show move-in, a location will be determined by Freeman in order to maintain delivery schedules. Relocation of the service will be charged on a time and material basis.

ISLAND BOOTHS
For island booths with no labor ordered, there is a 1/2 hour minimum installation charge and a 1/2 hour minimum dismantle charge.

INLINE AND PENINSULA BOOTHS
Power will be placed in the back of the booth unless otherwise specified.

24 HOUR SERVICES
If an uninterrupted power supply is required for the full duration of the show, please order 24 hour power. Electricity is turned on 30 minutes prior to show opening and turned off 30 minutes after show closes on show days. Power will be turned off immediately after final show closing. If you require power outside actual show hours, special arrangements should be made in advance. Additional charges may apply.

SEPARATE OUTLETS
Separate outlets should be ordered for each piece of equipment and/or each power location.

CANCELLATION
A 50% refund will be applied to electrical services cancelled after installation. Refunds will not be issued for materials and/or labor charges related to the installation.

OVERHEAD POWER
If you require your power from overhead, additional materials and labor may be incurred. Please contact chicagoelectrical@freemanco.com

TOTAL COST

Outlet(s)	$ _____
Lighting	$ _____
Tax 8% Rental	$ _____
GRAND TOTAL	$ _____

ELECTRICAL INSTRUCTIONS

HOW TO DETERMINE ELECTRICAL REQUIREMENTS

For Equipment

All electrical equipment is stamped or labeled with electrical ratings usually found on the back or bottom of the equipment. Verify voltage and either amperage or wattage from the information provided. Standard office and household items operate on 110/120 volt power. Machinery and equipment typically require 208 or 480 volt power.

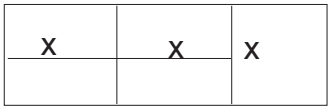
For Lighting

Verify the wattage of the bulbs in the lights and multiply by the number of bulbs/lights.

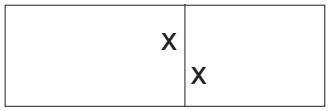
LOCATION OF POWER IN YOUR BOOTH

In-Line and Peninsula Booths

Power will be installed in one location, typically on the floor somewhere along the back of the booth, as indicated in the following diagrams: (We cannot guarantee that the outlet will be specifically located in the middle.)



IN-LINE BOOTHS / PENINSULA

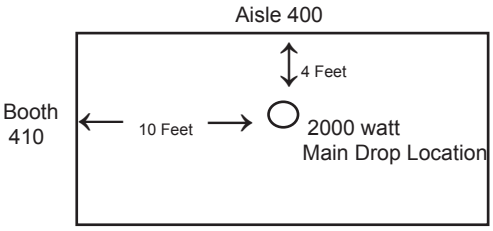


BACK TO BACK PENINSULA

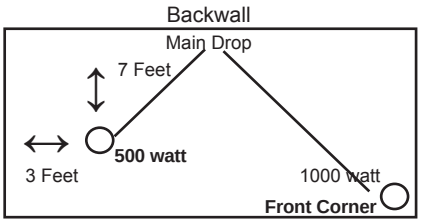
If power is required in locations other than indicated above, secondary distribution will be required and billed on a time and material basis. Please complete and submit an Electrical Labor Order Form with your power order, along with a floor plan as described below.

Island Booths/Multiple Outlets

Floor plans are always required for Island Booths and orders for multiple outlet locations. The floor plan must indicate booth dimensions, surrounding booth numbers for orientation within the facility, each outlet location, required wattage or amperage and location for main drop. If power location in an island booth is not provided prior to show move-in, a location will be determined by Freeman in order to maintain delivery schedules. Relocation of the service will be charged on a time and material basis. See examples below: A grid is available at freemanco.com to print as a base layout.



Island Booth with one outlet



10 X 20 Booth with multiple outlets
Labor Required

OTHER:

1. Labor is required for any and all electrical work over and above the installation of the main power drop. Please see the Electrical Labor form for complete details. Please complete the labor order form.
2. Dismantle labor will be automatically charged at 50% of the installation time and rounded to the nearest half hour.
3. All material and equipment provided by Freeman is for rental purposes only and remains the property of Freeman . All equipment will be removed at the close of the show by Freeman.
4. All equipment regardless of power source, must comply with Federal, State and local codes. Freeman reserves the right to inspect all electrical devices and connections to ensure compliance with all codes. Freeman is required to refuse connections where the exhibitor wiring is not in accordance with local electrical code.
5. Standard wall and other permanent building utility outlets or sockets are not part of booth space and may not be used by exhibitors unless electrical services have been ordered.
6. Exhibitors' cords must be a minimum of 14 gauge 3 wire with ground and must be flat when used for floorwork. All multi-outlet devices (eg - power strips) must have circuit protection. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
7. Exhibitors' equipment will be modified to conform to Freeman receptacles. Labor and materials to install or change a cord cap will be billed on a time and material basis.
8. Exhibitors with hardwall displays must arrange for power to be installed inside the booth or provide access.
9. Power sharing is not permitted between exhibitors.

FREEMAN electrical instructions

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Chicago, Illinois 60644-1436
(773) 473-7080 • Fax (469) 621-5603
Email: FreemanChicagoES@freemanco.com

IMPORTANT INFORMATION - PLEASE READ PRIOR TO ORDERING

HANGING TRUSS & LIGHTING EQUIPMENT

OFFICIAL ELECTRICAL CONTRACTOR RESPONSIBILITIES

- Freeman personnel/employees must operate all chain motors, including the final trim.
- Freeman personnel/employees only will be allowed in aerial lifts.
- Freeman personnel/employees only will be allowed to operate mechanized equipment.
- Freeman personnel/employees must assemble and disassemble any and all overhead rigging. This includes, but is not limited to:
  * The assembly of all truss
  * The attachment and disassembly of light fixtures to truss
  * The installation and dismantle of power sources, programmable dimmable lighting packages, chain motors and span sets.
- The Electrical Contractor will run all initial power sources and Freeman personnel will make all connections to the dimmable power sources.
- Freeman Electricians install/dismantle all programmable dimmable lighting fixtures, video walls, audio, and projection.

PLACING YOUR ORDER (please include these items when placing your order)

- Complete the Method of Payment
- Complete the Hanging Truss & Chain Hoist Order Form
- Complete the Electrical Order Form for chain hoist power
- Complete the Electrical Labor Order Form for chain hoist power
- Include Rigging Plot in a DWG format with the order forms - plot must reflect the following:
  1. Hang point locations
  2. Height above the floor of each hang point
  3. Weight that will be suspended from each hang point
  4. Exhibit plan showing the location of the hang points and the structure as it pertains to the exhibit plan
- **Complete the Structural Integrity Statement.**
- Send the above information to Freeman at the address on the order forms

GROUND-SUPPORTED TRUSS & LIGHTING EQUIPMENT

OFFICIAL ELECTRICAL CONTRACTOR RESPONSIBILITIES

- Freeman Electricians will provide installation and dismantle labor of self-climbing and/or mechanized truss systems.
- Freeman Electricians must install and dismantle any programmable dimmable lighting fixtures that are attached to any ground-supported truss.
- Freeman Electricians must assemble and disassemble as well as install and dismantle all electrical hanging signs.

PLACING YOUR ORDER (please include these items when placing your order)

- Complete the Method of Payment
- Complete the Hanging Truss & Chain Hoist Order Form
- **Complete the Structural Integrity Statement**
- Send the above information to Freeman at the address on the order forms

FREEMAN chain hoist / truss / sign rigging information

IMPORTANT INFORMATION (continued)

NON-ELECTRICAL HANGING SIGNS (UNDER 250 POUNDS)

OFFICIAL ELECTRICAL CONTRACTOR RESPONSIBILITIES

- Freeman personnel/employees must assemble and disassemble, install and dismantle all hanging signs.

PLACING YOUR ORDER (please include these items when placing your order)

- Complete the Method of Payment
- Complete the Hanging Sign Order Form
- Include Assembly Instructions
- **Complete the Structural Integrity Statement**
- Ship sign to Freeman warehouse using the “Hanging Sign” shipping labels provided
- Send the above information to Freeman at the address on the order forms

NON-ELECTRICAL HANGING SIGNS (OVER 250 POUNDS - CHAIN HOIST REQUIRED)

OFFICIAL ELECTRICAL CONTRACTOR RESPONSIBILITIES

- Freeman personnel/employees must assemble and disassemble all hanging signs.
- Freeman personnel/employees must install and dismantle all hanging signs.
- Electrical contractor will install chain hoist and attach sign to the hoist.

PLACING YOUR ORDER (please include these items when placing your order)

- Complete the Method of Payment
- Complete the Hanging Sign Order Form
- Complete the Hanging Truss & Chain Hoist Order Form
- Complete the Electrical Order Form for chain hoist power
- Complete the Electrical Labor Order Form for chain hoist power
- Include Assembly Instructions
- All rigging plans must be submitted in a DWG format to Freeman Rigging Manager three (3) weeks prior to move-in.
- **Complete the Structural Integrity Statement**
- Ship sign to Freeman warehouse using the “Hanging Sign” shipping labels provided
- Send the above information to Freeman at the address on the order forms

ELECTRICAL HANGING SIGNS

OFFICIAL ELECTRICAL CONTRACTOR RESPONSIBILITIES

- Electrical contractor will assemble and disassemble all electrical hanging signs.
- Electrical contractor will install and dismantle all electrical hanging signs.
- Electrical contractor will install chain hoist and attach sign to the hoist for signs over 250 pounds.
- Power for chain hoist must be included with your order for electrical services.

PLACING YOUR ORDER (please include these items when placing your order)

- Complete the Hanging Sign Order Form
- Complete the Electrical Labor Order Form
- Complete the Electrical Services Order Form
- Include Assembly Instructions
- **Complete the Structural Integrity Statement**
- Ship sign to Freeman warehouse using the “Hanging Sign” shipping labels provided.
- Send the above information to electrical contractor at the address on the order forms

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Chicago, Illinois 60644-1436
(773) 473-7080 • Fax (469) 621-5603
Email: FreemanChicagoES@freemanco.com

DISCOUNT PRICE DEADLINE DATE MAY 5, 2014

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **2014 ASCO Annual Meeting / May 31 - June 2, 2014**

COMPANY NAME: BOOTH #:

CONTACT NAME: PHONE #:

E-MAIL ADDRESS:

For Assistance, please email our experts at **chicagoelectrical@freemanco.com** or call 773-473-7080.

For fast, easy ordering, go to www.freemanco.com/store

HANGING TRUSS & THEATRICAL LIGHTING EQUIPMENT AND LABOR

- All rigging must comply with MPEA and Show Management rules and regulations and facility limitations.
- All overhead rigging and flown objects must be assembled and disassembled by FREEMAN. Exhibitor's display company and/or I & D representatives may supervise only and will not be allowed to assemble/disassemble or install and remove rigging or flown objects. No one other than Freeman employees will be permitted in lifts.
- FREEMAN requires an engineered print of all truss and lighting rigging, including rigging point loads per our facility agreement. Failure to provide a DWG file of the rigging plot with load and required information three (3) weeks prior to move-in may prohibit your rig from being hung.
- All electrical components provided by outside vendors are considered freight and may be subject to material handling charges.
- Time will commence per exhibitors request. Failure to start at the requested time will result in a 4 hour minimum charge per labor person requested, unless 24-hour advance notice is provided in writing.
- Freeman labor installs/dismantles all programmable dimmable lighting fixtures, video walls, audio, and projection equipment.
- For Pre Rigging: Please contact FREEMAN for availability.

Straight Time: 8:00 A.M. to 4:30 P.M. Monday through Friday
Overtime: 4:30 P.M. to Midnight Monday through Friday; First (8) hours at work on Saturday up to 4:30 P.M.
Double Time: After (8) hours at work on Saturday, or after 4:30 P.M. on Saturday; regardless of starting time.
ALL DAY Sunday and Holidays and Midnight to 6:00 a.m. Monday through Friday
• Straight Time, Overtime and Double Time Labor Invoicing will be in compliance per MPEA Legislation.

LIGHTING DESIGNER INFORMATION:
Name: _____ Phone: ( ) _____
Company Name: _____

Description	Advance Price	Standard Price
RIGGING EQUIPMENT		
• Rates are per lift and crew, per hour		
Condor crew consists of 1 Operator and 1 Ground Man		
Condor - per hour (Crew must be ordered separately)	$227.30	$295.50
Condor and Crew - ST	417.30	542.50
Condor and Crew - OT	507.30	659.50
Condor and Crew - DT	597.30	776.50
Scissor Lift consists of 1 Operator ONLY		
Scissor Lift - per hour (Operator must be ordered separately)	$174.05	$226.25
Scissor Lift and Operator - ST	269.05	349.75
Scissor Lift and Operator - OT	314.05	408.25
Scissor Lift and Operator - DT	359.05	466.75
RIGGING LABOR (high riggers, ground riggers and electricians)		
Please contact Freeman Exhibitor Services at (773) 473-7080 for details.		
Electrical Rigger - ST	$ 95.00	$ 123.50
Electrical Rigger - OT	140.00	182.00
Electrical Rigger - DT	185.00	240.50
MISCELLANEOUS LABOR		
• Charges do not apply if your electrical needs consist of 20 amps or less.		
Turn-On / Turn-Off Charge - ST	$ 95.00	$ 123.50
Turn-On / Turn-Off Charge - OT	140.00	182.00
Turn-On / Turn-Off Charge - DT	185.00	240.50
MISCELLANEOUS EQUIPMENT		
_____ One Ton Hoist (power not included - complete Electrical Order Form)	$ 451.00	$ 676.50
_____ Half Ton Hoist (power not included - complete Electrical Order Form)	435.00	$ 652.50
_____ 20.5" Box Truss (per foot) - Silver	21.50	$ 32.25
_____ 12" x 18" Box Truss (per foot) - Black	20.50	$ 30.75
_____ 12" Box Truss (per foot) - Silver	19.50	$ 29.25
_____ Small Rotator	228.50	$ 342.75
_____ Large Rotator	455.50	$ 683.25
_____ Design Fee	135.00	$ 135.00
_____ Corner Blocks	92.00	$ 138.00

Please attach a detailed production schedule that includes a daily list of labor and equipment needed for the duration of the show.

FREEMAN hanging truss & chain hoist

NAME OF SHOW: **2014 ASCO Annual Meeting / May 31 - June 2, 2014**

COMPANY NAME: BOOTH #:

CONTACT NAME: PHONE #:

E-MAIL ADDRESS:

For Assistance, please email our experts at **chicagoelectrical@freemanco.com** or call 773-473-7080.

For fast, easy ordering, go to www.freemanco.com/store

HANGING TRUSS & THEATRICAL LIGHTING EQUIPMENT AND LABOR

INSTALLATION LABOR

☐ ***SUPERVISION BY FREEMAN ELECTRIC RIGGING LABOR***

Please complete the information on the reverse side

- Installation of your exhibit will be completed at our discretion prior to show opening.
- The charge for this service is the total installation labor bill, with **$120.00 per hour charge**.

Emergency Contact: _____ Phone Number: _____

☐ ***SUPERVISION BY EXHIBITOR PERSONNEL***

Supervisor will be: _____ Phone Number: _____

Date	Time	No. of People		Approx.Hours		Total Hours	Hourly Rate	Total Estimated Cost
_____	_____	_____	x	_____	=	_____	@ $_____	= $_____
_____	_____	_____	x	_____	=	_____	@ $_____	= $_____
							Freeman Supervision ($120.00)	= $_____
							Total Installation	= $_____

DISMANTLE LABOR

☐ ***SUPERVISION BY FREEMAN ELECTRIC RIGGING LABOR***

Please complete the information on the reverse side

- Freeman is not responsible for product or literature that is not properly packed and labeled by exhibitor.
- The charge for this service is the total dismantle labor bill, with **$120.00 per hour charge**.

Emergency Contact: _____ Phone Number: _____

☐ ***SUPERVISION BY EXHIBITOR PERSONNEL***

Supervisor will be: _____ Phone Number: _____

Date	Time	No. of People		Approx.Hours		Total Hours	Hourly Rate	Total Estimated Cost
_____	_____	_____	x	_____	=	_____	@ $_____	= $_____
_____	_____	_____	x	_____	=	_____	@ $_____	= $_____
							Freeman Supervision ($120.00)	= $_____
							Total Dismantle	= $_____

PLEASE NOTE:
IF EXHIBITOR APPOINTED CONTRACTOR (EAC) DOES NOT SHOW UP AT THE DESIGNATED TIME, THE CLIENT COULD BE RESPONSIBLE FOR THE ORDERED ELECTRICAL LABOR.

FREEMAN hanging truss & chain hoist

F R E E M A N
5040 West Roosevelt Road
Chicago, IL 60644
(773) 473-7080 • Fax (469) 621-5603
Email: FreemanChicagoES@freemanco.com

DISCOUNT PRICE DEADLINE DATE MAY 5, 2014

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **2014 ASCO Annual Meeting / May 31 - June 2, 2014**

COMPANY NAME: BOOTH #:

CONTACT NAME: PHONE #:

E-MAIL ADDRESS:

For Assistance, please email our experts at **chicagoelectrical@freemanco.com** or call 773-473-7080.

For fast, easy ordering, go to www.freemanco.com/store

COMPRESSED AIR: 90-100 lbs. PSI *(Rental tax of 8% applies)*

	QTY.	Discount Price	Standard Price	TOTAL
Service charge for 1st outlet (includes up to 90 feet of air line)	_____	565.00	847.50 = $	_____
Additional outlets within 15 feet.	_____	283.00	424.50 = $	_____
Additional footage per foot (after 1st 90 feet)	_____	4.50	4.50 = $	_____

Total _____

Standard connection is a 1/4" AMFLO C-1 quick disconnect. **Note:** Our Plumbing Department will not be responsible for moisture or water in air lines. Exhibitors should supply their own filter or other equipment to handle moisture or water.

WATER *(Rental tax of 8% applies)*

Service Charge for water outlet (includes first 90 feet of water line)	_____	504.50	756.75 = $	_____
Additional footage per foot (after 1st 90 feet)	_____	4.50	4.50 = $	_____

Total _____

Note: Pressure may vary. No guarantee can be made of minimum or maximum pressures. If pressure is critical, exhibitors should arrange to have a pressure regulator valve installed.

DRAINS *(Rental tax of 8% applies)*

Service Charge for first drain outlet at rear of booth (includes 1st 90 ft.)	_____	504.50	756.75 = $	_____
Additional Footage per foot (after 1st 90 ft.)	_____	4.50	4.50 = $	_____

Total _____

FILL & DRAINS *(Purchase tax of 9.25% applies)*

0 - 200 Gallons	_____	298.50	447.75 = $	_____
201 - 400 Gallons	_____	471.50	707.25 = $	_____
Each Additional 100 Gallons (after 400 Gallons)	_____	37.00	55.50 = $	_____

Total _____

NOTE: Plumbing Contractor not responsible for color or sediment in water fill. If waste water for drain contains hazardous material, chemicals or metals, it cannot be drained. Prices for fill & drains are based on straight time, one hour minimum. Additional labor charges may be incurred if equipment leaks and/or endangers other property.

Ramps over utility lines in a booth are provided on a time and material basis. A minimum of 1/2 hour additional labor charge will apply to lay lines under the carpet. A minimum of 1/2 hour labor will apply to remove lines. Please attach floor plan with order to show location of lines.

GASES & MISCELLANEOUS EQUIPMENT
(Rental tax of 8% applies to equipment and material - purchase tax of 9.25% applies to Gas Type)

Please call for an estimate and complete the following:

Gas Type _____ $ _____

Equipment/Material _____ $ _____

LABOR *(Tax not applicable)*

	Advance Price	Standard Price	
Straight Time	$ 95.00	$ 123.50 = $	_____
Overtime	$ 140.00	$ 182.00 = $	_____
Double Time	$ 185.00	$ 240.50 = $	_____

Straight Time: 8:00 A.M. to 4:30 P.M. Monday through Friday
Overtime: 4:30 P.M. to 8:00 A.M. Monday through Friday; First (8) hours at work on Saturday up to 4:30 P.M.
Double Time: After (8) hours at work on Saturday, or after 4:30 P.M. on Saturday; regardless of starting time. ALL DAY Sunday and Holidays.

• Straight Time, Overtime and Double Time Labor Invoicing will be in compliance per MPEA Legislation.

In order to obtain the DISCOUNT price, your order and Method of Payment form must be received by deadline date.

PURCHASE TOTAL COST				
_____	+	_____	= $	_____
Subtotal		9.25% Tax		Total Cost

RENTAL TOTAL COST				
_____	+	_____	= $	_____
Subtotal		8% Tax		Total Cost

FREEMAN air / water / drain / gas

PLUMBING CONDITIONS AND REGULATIONS

1. To receive discount prices, order must be received by Freeman with full payment.
2. Credit will not be given for connections installed and not used.
3. All material and equipment furnished by Freeman for this service order shall remain Freeman property and shall be removed **ONLY BY FREEMAN** at the close of the show.
4. All equipment must comply with state and local safety codes.
5. Claims will not be considered unless filed by exhibitor prior to close of show, no exceptions.
6. Under no circumstances shall anyone other than “Qualified Plumbing Personnel” make service connections.
7. All equipment using water must have inlet and outlet properly tagged.
8. Unless otherwise directed, Freeman Plumbing Personnel are authorized to cut floor coverings to permit installation of service.
9. Connection rates listed cover bringing service from main line to booth and do not include connecting equipment.
10. Service outlet size will be determined by the volume required.
11. All work performed within booth attaching lines to equipment will be charged on a time and material basis.
12. All outlets will be installed on the floor at the backwall of booth.
13. Freeman will not be responsible for moisture or water in air lines. Exhibitors should supply their own filter or other equipment to handle moisture or water.
14. Freeman must have 30 days notice in order to supply special regulators, strainers, traps, etc.
15. All utility outlets include up to 90 feet of accomplished distance. Use of additional footage or equipment will be charged at the prevailing labor and material rate.
16. Exhibitors are not allowed to bring air compressors on the show floor.
17. Pressure may vary. No guarantee can be made of minimum or maximum pressures. If pressure is critical, exhibitors should arrange to have a pressure regulator valve installed.
18. Please contact our Plumbing Department at 773-473-7080 for an estimate regarding labor or additional footage.

ATTENTION:

Most bottled gases are required to be removed nightly from the show floor per MPEA regulations. Additional charges for removal and re-installation will apply.
If you have questions regarding this, please contact our plumbing department at: 773-473-7080.

Natural gas lines are required to be installed with hard piping. Additional labor charges will apply to the outlet pricing.
Please contact our plumbing department at: 773-473-7080 for quotation.

Certain areas require overhead drops for air, water and gas lines. Additional labor charges will apply for overhead work.
Please contact our plumbing department at: 773-473-7080 for information.

- **Electricity or electrical labor to connect and operate any plumbing apparatus is NOT INCLUDED.**
- **All electrical requirements must be ordered on the Electrical Order Form.**

FREEMAN

PROUD TO SERVE AS YOUR OFFICIAL AUDIO VISUAL PROVIDER:

ASCO 50th ANNUAL MEETING SCIENCE & SOCIETY — OFFICIAL CONTRACTOR

2014 ASCO Annual Meeting
May 31-June 2, 2014
McCormick Place South
Chicago, IL

Exhibiting Company Name | Booth Number

Third Party if Applicable

Company Address

City | State | Zip Code

Print Name | Signature

Phone | Fax

E-mail

On-site Contact | On-site Contact Cell

Method of Payment:

- ☐ MasterCard
- ☐ Visa
- ☐ American Express
- ☐ Check (Must be in U.S. funds)
- ☐ Bank Transfer (Call for information)
- ☐ Key Account 201

Note: Customers are responsible for any bank processing fees. Your signature denotes acceptance of Freeman's terms and conditions.

Credit Card # | Exp. Date

Card Holder Name (Print) | Signature

*For your convenience, we will use this authorization to charge your credit card account for your advanced and on site orders placed by your representative. These charges may include all Freeman companies, or any charges which Freeman may be obligated to pay on behalf of the Exhibitor, including without limitation, any shipping charges.

Cancellation Policy: Cancellation of equipment rental and services must be received a minimum of 7 days prior to the show opening to avoid a minimum one day charge on equipment. If equipment and services have already been provided at the time of cancellation, a handling charge and minimum one day charge on equipment will be applied.

Quick Tips:

- All payments must be made in advance in U.S. funds.
- Electrical Services are not included in equipment pricing.
- A representative must be in your booth to sign for delivery of equipment, unless advance arrangements have been made.

Project: 14-267659

EARLY ORDER DEADLINE : MAY 16, 2014

POPULAR AUDIO VISUAL PACKAGES

DESCRIPTION	QTY.	Early Order	Show Rate	TOTAL
24" Flat Screen with Speakers (1080P, 16:9, High Def.), Single Post Stand		$525.00	$682.50	
32" Flat Screen with Speakers (16:9, High Def), Dual Post Stand		$900.00	$1170.00	
42" Flat Screen with Speakers (16:9, High Def.), Dual Post Stand		$1020.00	$1326.00	
46" Flat Screen with Speakers (16:9) High Def), Dual Post Stand		$1215.00	$1579.50	

A LA CARTE EQUIPMENT

DESCRIPTION	QTY.	Early Order	Show Rate	TOTAL
24" Flat Screen with Speakers (1080P, 16:9, High Definition, DVI, HDMI input)		$375.00	$487.50	
32" Flat Screen with Speakers (720P, 16:9, High Definition, DVI input)		$675.00	$877.50	
42" Flat Screen with Speakers (16:9, High Definition)		$795.00	$1033.50	
46" Flat Screen with Speakers (1080P, 16:9, High Definition, HDMI input)		$990.00	$1287.00	
52" Flat Screen with Speakers (16:9, High Definition, DVI input)		$1185.00	$1540.50	
60" Flat Screen with Speakers (1080P, 16:9, High Definition, DVI input)		$1680.00	$2184.00	
Single Post Stand with Shelf (Accommodates Flat Screens 24" and Smaller)		$150.00	$195.00	
Dual Post Stand with Shelf (Accommodates Flat Screens 32" - 65")		$225.00	$292.50	
Universal Mounting Bracket (For Exhibitor owned monitors 32"- 65")		$150.00	$195.00	
DVD Player with auto repeat (Consumer Grade)		$120.00	$156.00	
Blu-ray DVD Player with auto repeat		$150.00	$195.00	
Small High Performance PA System (2 Small Speakers, 1 Mixer/Amp)		$330.00	$429.00	
Quoted Additional Equipment				

Additional equipment/accessories available upon request.
Contact us at: 708-255-7168 for a quote or additional labor needed.

CONTACT YOUR FREEMAN REPRESENTATIVE:
GABRIELA AZPEITIA

9260 W. 55th St.
McCook, IL 60525
Phone: 708-255-7168
Fax: 469-621-5603
Visit us at: www.freemanco.com
E-mail: gabriela.azpeitia@freemanco.com

***Show rate subject to a 30% increase when ordering after May 16, 2014.**

Equipment Subtotal: .....

Add Equipment Rental Tax: (8%).....

Handling & On Site Freeman Audio Visual Supervision:
If Your Equipment Subtotal is : Less the $430, Add $125 $430-$2,999, Add $175
Please call for quote if your order is $3,000+ .....

Total Charges:.....

*Freeman Electrical at McCormick Place will charge the exhibitor directly for the in-booth delivery, set-up and dismantle fees. Please contact Freeman Electrical for a labor quote.

FREEMAN TERMS & CONDITIONS

YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE. The terms and conditions set forth below become a part of the Contract between Freeman and you, the EXHIBITOR. Acceptance of said terms and conditions will be construed when any of the following conditions are met: THE METHOD OF PAYMENT FORM IS SIGNED; OR AN ORDER FOR LABOR, SERVICES AND/OR RENTAL EQUIPMENT IS PLACED BY EXHIBITOR OR WORK IS PERFORMED ON BEHALF OF EXHIBITOR BY LABOR SECURED THROUGH FREEMAN.

DEFINITIONS

For purposes of this Contract, "Freeman" means Freeman Decorating Services, Inc. ("FDSI"), Freeman Decorating Ltd. Freeman Audio Visual Solutions, Inc., and their respective employees, directors, officers, agents, assigns, affiliated companies, and related entities. The term "Exhibitor" means the Exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractors ("EAC").

PAYMENT TERMS

Full payment, including any applicable tax, is due at the time the order is placed. Purchase orders are not considered payment. All payments must be in U.S. funds and all checks must be drawn on a U.S. bank. Orders received without advance payment or after the deadline date will incur additional After Deadline charges as indicated on each order form. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of Freeman except where specifically identified as a sale. All equipment rentals are based on Show Rates and apply only to Show Days. Rental prices on Audio Visual equipment (including computers) do not include labor, delivery, electrical services or removal of the equipment from the booth. Exhibitor agrees to use all rental equipment with reasonable care to prevent excessive wear and tear and/or damage to Freeman's property. Exhibitor will notify Freeman immediately of any damage to rental equipment and agrees to be billed for any damage to, or loss of, rental equipment rented to Exhibitor. In case of cancellation of any labor orders by Exhibitor, a one-hour "per person, per hour" charge will be applied for all labor and equipment orders that are not canceled in writing at least 24 hours prior to the scheduled start time. If Prestige Carpet, Custom-Cut Carpet, Modular Rental Exhibits, Audio Visual and/or Computer Equipment and any other custom-order items or services have already been provided at the time of cancellation, fees will remain at 100% of the original charge. If the Show or Event is canceled because of reasons beyond Freeman's control, Exhibitor remains responsible for all charges for services and equipment provided up to and including the date of cancellation. Freeman will not issue refunds to Exhibitor of any payments made before the date of cancellation. It is Exhibitor's responsibility to advise the Freeman Service Center Representative of problems with any orders, and to check the Exhibitor's invoice for accuracy prior to the close of the Show or Event. If Exhibitor is exempt from payment of sales tax, Freeman requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless Exhibitor is rebilling these charges to its customers. For International Exhibitors, Freeman requires 100% prepayment of advance orders, and any order or services placed at show site must be paid at the show. For all others, should there be any preapproved unpaid balance after the close of the show; terms will be net, due and payable in Dallas, Texas upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a pre-paid basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by Freeman shall be either applied to reduce the principal unpaid balance or refunded to the payer. If past due invoices or invoice balances are placed with a collection agency or attorney for collection or suit, Exhibitor agrees to pay all legal and collection costs. THESE PAYMENT TERMS AND CONDITIONS SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE OF TEXAS. In the event of any dispute between the Exhibitor and Freeman relative to any loss, damage, or claim, such Exhibitor shall not be entitled to and shall not withhold payment, or any partial payment, due to Freeman for its services, as an offset against the amount of any alleged loss or damage. Freeman reserves the right to charge Exhibitor for the difference between the Exhibitor's estimate of charges and the actual charges incurred by Exhibitor, or for any charges that Freeman may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. If Exhibitor provides a credit card for payment and charges are rejected by the Exhibitor's credit card company for any reason, Freeman hereby provides notice that it reserves the right, and Exhibitor authorizes Freeman, to continue to attempt to secure payment through that credit card for as long as unpaid balances remain on the Exhibitor's account. Exhibitor hereby grants a lien on its property in Freeman's possession to the extent of any outstanding obligations owed to Freeman by Exhibitor.

LABOR UNDER SUPERVISION OF EXHIBITOR: Exhibitor shall be responsible for the performance of labor provided under this section. It is the responsibility of Exhibitor to supervise labor secured through Freeman in a reasonable manner as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with Freeman's Safe Work Rules and/or Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to Show or Facility Management rules and/or regulations. It is the responsibility of Exhibitor to check in with the Service Desk to pick up labor, and to return to the Service Desk to release labor when the work is completed. **INDEMNIFICATION:** Exhibitor agrees to indemnify, hold harmless, and defend Freeman from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) arising out of work performed by labor provided by Freeman but supervised by Exhibitor. Further, the Exhibitor's indemnification of Freeman includes any and all violations of Federal, State, County or Local ordinances, "Show Regulations and/or Rules" as published and /or set forth by Facility or Show Management, and/or directing labor provided by Freeman to work in a manner that violates any of the above rules, regulations, and/or ordinances.

Exhibitor Bill of Rights

An Exhibitor Employee may perform work in a booth of any size. They can work within the booth using their own ladders or hand tools, cordless tools, power tools and other tools designated by McCormick Place/SMG.

"Exhibitor Employee" is defined as any person who has been employed by exhibitor as a full-time employee for a minimum of 6 months before the show's opening date.

In addition to the work currently performed, exhibitors may also perform the following work within their booth:

- Setting-up and dismantling exhibits
- Assembling and disassembling materials, machinery or equipment
- Installing all signs, graphics, props, other decorative items and drapery, including the skirting of tables
- Delivering, setting-up, plugging-in, interconnecting and operating electrical equipment, computers, audio-visual devices and other equipment
- Skidding, positioning and re-skidding all exhibitor materials, machinery and equipment using their own non-motorized hand trucks and dollies

Exhibitors can load/unload materials from automobiles and small utility vehicles (ASUV) at designated McCormick Place docks using their own non-motorized, non-hydraulic hand trucks and dollies. For more information on the ASUV program, and to register, visit the Exhibitor section of the McCormick Place website: www.mccormickplace.com.

Please call 312-791-7299, if you have any questions or need clarification regarding the Exhibitor Bill of Rights. Leave a detailed message including Your Name, Company Name, Telephone Number, Date and Time of the call.

Your call will be promptly returned between the hours of 7:00 a.m.—6:30 p.m.

McCORMICK PLACE®
CHICAGO
An SMG Managed Facility

To: McCormick Place Registered Contractors

Re: Exhibitor Rights do not apply to contractor personnel

All registered companies and contractors operating at McCormick Place must be in compliance with the new State of Illinois Legislation regarding display installation/dismantling.

One of the significant changes of the new legislation is that it allows "Full Time Exhibitor Personnel" to perform work on their display without any size limitation. This work includes the use of tools both hand and power tools and electrical work.

IT IS IMPORTANT TO NOTE THAT THE NEW LEGISLATION DOES NOT ALLOW EXHIBITORS TO TRANSFER THEIR RIGHTS TO CONTRACTOR PERSONNEL.

Any registered contractor who attempts to take advantage of these changes created by the new legislation by posing as an exhibitor employee will incur serious consequences-including the possible revocation of "Right of Entry" agreement. It is the contractor's responsibility to have a complete understanding of all jurisdiction rules and McCormick Place rules that apply to any specific work.

For more information visit the McCormick Place website: www.mccormickplace.com or you may contact the following personnel:

Tom Cassell	tcassell@mccormickplace.com	312-617-0115
Pat Allen	pallen@mccormickplace.com	312-791-6551
Alichia Johnson	ajohnson@mccormickplace.com	312-791-7186

McCORMICK PLACE
CHICAGO

TECHNOLOGY SERVICES

INTERNET AND TELECOMMUNICATION SERVICE ORDERING GUIDE AND FACILITY INFORMATION

ASCO 50th ANNUAL MEETING SCIENCE & SOCIETY
OFFICIAL CONTRACTOR

Deadline Date:
MAY 5, 2014

Please note:
Complimentary Wi-Fi is no longer available on the exhibit floors.
Please see page 3 for details.

Please contact us if you need assistance.

(312) 791-6113 (Call Center)
(312) 791-6159 (Fax)
technology@mccormickplace.com (E-Mail)
Order Telecommunication Services On-Line At www.mccormickplace.com

$$ SAVING TIPS $$

Following are some of the most important tips that will help contribute to a successful event and save you money.

- Save time by ordering your services via our Online Ordering System. Visit us at www.mccormickplace.com.

- Provide floor plans with all service orders.

- If you are ordering Internet services, please call Technology Services at (312) 791-6113 to ensure the services you are ordering are correct for your needs.

- Please pay attention to the DEADLINE DATE. Having your order, floor plans and full payment submitted by your DEADLINE DATE will save you money.

- Be sure to check in at our Service Desk upon your arrival to notify our staff when you are ready for your services. Our labor hours are as follows:

	MONDAY-FRIDAY	SATURDAY	SUNDAY/HOLIDAY
12:00am-5:59am	DT	12:00am-4:30pm OT for 1st Eight Consecutive Hours & DT Only After Eight Hours	DT
6:00am-10:00pm	ST for 1st Eight Consecutive Hours & OT Only After Eight Hours		
10:01pm-11:59pm	OT	4:31pm-11:59pm DT	

ST- Straight Time / OT- Overtime / DT- Double Time

- McCormick Place requires an approved credit card to be on file for all orders, regardless of the method of payment you select. Please be sure to submit this information when placing your order to prevent any processing delays.

McCormick Place Fire and Safety Regulations are located on pages 16-20.

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PLACING AN ORDER

When placing an order, pay particular attention to the **deadline date**. If you place your order by the deadline date, **you will save money.** Orders received after the deadline date or orders received without full payment will be billed at the standard rate.

The **Advance** rates apply when your **complete order and payment** are received by us on or before the deadline date. The **Standard** rates apply to all orders received after the deadline date (Late Order), orders received before the deadline date without full payment and floor plans (Partial Order), and all orders placed or changed on site (On-Site Order). To save money and help us to plan effectively, place your order by the deadline date.

A COMPLETE ORDER CONTAINS ALL OF THE FOLLOWING ELEMENTS:

- Order and Payment Summary Form
- Technology Service Order Form(s)
- Floor Plan Template

During the event you will receive an On-Site Invoice for your technology services including itemized inbound labor and non-itemized tear out labor. **You will remit payment for the On-Site Invoice at this time.**

This invoice will not include any telephone usage. Telephone usage is calculated at the close of the event and charged to your credit card at that time.

TELEPHONE SERVICES

1. Once installed, telephone service is active 24 hours a day for the entire length of the event. The dial tone is typically deactivated in the morning following the last day of the event. If you require service beyond that, please contact our Service Desk. Reactivating fees apply if service needs to be re-established.
2. The cost of our telephone service includes telephone usage*. All telephone calls made from your telephone line once it is installed are your responsibility. Credit will not be given for telephone calls made over installed lines. To guard against unauthorized use, be sure to secure your telephone each night. Telephone usage will be billed to your credit card shortly after the close of the event. If you need a detail of all calls made, contact us at (312) 791-6113.
3. **Telecommunications Tax:** In the State of Illinois and the City of Chicago a Telecommunications Tax is required. These taxes are based upon current communications tax rates, and are subject to change without notice. Tax exemptions do not apply for these items.
4. **International Usage Deposit:** For internationally billed companies, a usage deposit of $300.00 per line is required before "calling out" restrictions are lifted. Including the deposit at the time of your initial order will ensure that you will be able to call out as soon as you plug your telephone into the line. If your total usage is less than the usage deposit, the balance will be applied towards any outstanding charges.

DESCRIPTION OF TELEPHONE SERVICES

Telephone usage (if applicable) is billed after the close of the event and billed to your credit card.

1. **Analog Single Line Service:** Includes the installation of a touch-tone line and rental of a single line telephone instrument. We do not require that you return the trimline telephone instruments.
2. **Extension - Single Line:** Is an extension of the main Single Line service. This would be ordered if you need one telephone number shared by two telephone instruments (Only if you have ordered an Analog Single-Line Service)
3. **Digital Multi-Line Service:** Includes the installation of a touch-tone line and one multi-line telephone with a maximum capacity of up to seven appearances of the telephone line. Voicemail, if requested, is included along with fixed features such as hold, conference and transfer. These telephones are to be returned to avoid being charged a telephone replacement fee.
4. **Extension - Multi-Line:** Is an extension of the Digital Multi-Line service. This would be ordered if you need one telephone number shared by two telephone instruments (Only if you have ordered a Digital Multi-Line service).
5. **Voicemail System:** Our system is designed to ensure that all incoming calls to your booth will always be answered. Voicemail is operational 24 hours a day for the duration of the event.
6. **Other Carrier Services:** Any service delivered by an outside vendor such as POT's (Plain Old Telephone), T1's and ISDN.

***Some exceptions may apply. Please refer to your order form or visit our website for complete details.**

CABLE TELEVISION ACCESS

(South and West Buildings only)

INTERNET SERVICE

We also offer a full menu of Wired and Wireless Internet to meet a wide range of needs and budgets. All services include 24 hour access through the move-in, event and move-out. The Technology Services department will work with you and your staff to meet your needs. If you have Internet questions, call (312) 791-6113 or E-mail: technology@mccormickplace.com.

Please note:

- The State of Illinois and the City of Chicago require a non-exempt telecommunications tax for all telephone and Internet Services. These taxes are excise and not resale or sales tax exempt.

DESCRIPTION OF INTERNET SERVICES

The following chart highlights the services offered. Please note the number of additional IP addresses available with each wired service. All wired services are delivered via Category 5 or 6 wiring with RJ45 terminated ends. For wired services, you must supply a device with an Ethernet NIC (Network Interface Card), installed TCP/IP, and an Internet browser. For wireless services, you must provide a device with an 802.11 a, b, g, or n wireless receiver. Our wireless network is optimized for 802.11 a and n devices transmitting and receiving at 5.0 Ghz. Your quality of service on the wireless network may vary widely depending upon hardware and environmental factors such as booth structures, attendee traffic, and location. For mission critical applications, McCormick Place strongly recommends using a wired dedicated service whenever possible. There are no firewalls or filtering on our connection to the Internet. Please consider your vulnerabilities; make sure you have up-to-date anti-virus software installed on your computer and consider the use of a firewall (we offer firewalls for rental). All Internet prices are a flat rate; no per minute usage or connection charges apply.

Service	Connection Speed	IP Addresses	Recommended Uses
Associate Class Shared Wired Service	Typical speeds up to 512 Kbps	Includes 1 DHCP IP address	For an individual user who wants easy plug and play access to E-mail and light web surfing on one device. This service is not designed to consistently support streaming audio or video.
Executive Class Shared Wired Service	Typical speeds up to 1 Mbps	Includes 4 DHCP Private IP addresses, up to 6 additional addresses can be purchased. Includes one (1) complimentary VIP Wireless Service.	For a user who needs a little more bandwidth and the ability to access the internet over multiple devices with plug and play capability. Executive Class service can be used for light to moderate web surfing.
Executive Class Plus Shared Wired Service	Typical speeds up to 1 Mbps	Includes 4 routable public IP addresses, up to 6 additional addresses can be purchased. Includes one (1) complimentary VIP Wireless Service.	Provides the same speeds and service found in the Executive Class Wired Service but uses routable IP addresses.
Dedicated Wired 1.54 Mbps	1.54 Mbps	Includes 10 IP addresses. Up to 10 additional addresses can be added.	1.54 Mbps
Dedicated Wired 3.0 Mbps	3.0 Mbps	Includes 15 IP addresses. Up to 14 additional addresses can be added.	3.0 Mbps
Dedicated Wired 6.0 Mbps	6.0 Mbps	Includes 20 IP addresses. Up to 9 additional addresses can be added.	6.0 Mbps
Dedicated Services Greater than 6.0 Mbps			**Please contact Technology Services at (312) 791-6113 or technology@mccormickplace.com.**
VIP Wireless Service	Typical Speeds up to 1.5 Mbps	This service is only available for devices which use 802.11 a or n operating at 5.0 Ghz. For users who want a fast wireless internet service capable of downloading heavier graphic content. This service is ideal for an iPad or tablet user who is unable to connect to a wired service. Provides access to the McCormick Place Wireless Network within the user's booth and throughout the facility. For pricing information on multi-user discounts, please contact us.	

CHANGES TO COMPLIMENTARY WI-FI

Complimentary Wi-Fi is no longer available on the exhibit floor during show days, except in permanent Food Pod Areas in Halls A and F, and in 1 Hotspot area per exhibit floor, the location will be determined on site by the Show Manager.

Exhibitors do have the option of purchasing our VIP Wireless Service to gain access to Wi-Fi on the exhibit floor. Please see services grid on Page 3 for more details.

Complimentary Wi-Fi at a speed of 256K will continue to be offered in public/function space and meeting rooms.

WIRELESS ACCESS POINT WAIVER

- McCormick Place is the exclusive provider of wired and IEEE Standard 802.11 Wireless (Wi-Fi) Internet Services in all McCormick Place Facilities except for the McCormick Place Hyatt Hotel.
- McCormick Place may offer a waiver to allow an exhibitor to provide their own wireless. A waiver will only be provided under the following conditions:
    - The exhibitor must register their access point(s) using the McCormick Place Wi-Fi Waiver Form, and provide all required information at least 30 days in advance of the first move-in day for the show.
    - The exhibitor must purchase a 6 MBPS or greater dedicated wired internet service from the facility.
    - Any approved access points must be capable of manual power output and channel selection adjustments.
    - The exhibitor must configure the approved access point to the requirements specified by the facility.
    - Notwithstanding our best efforts to eliminate interference, if the exhibitor provided unit interferes with the facility's Wi-Fi system, the exhibitor will be required to disable it. If the access points were registered with the facility, the exhibitor will receive a refund for their wired service (excluding any labor to set up their equipment) and be allowed to purchase Wi-Fi service on the facility network.
    - If an exhibitor is found to be operating a non-approved wireless network using a McCormick Place wired service, the wired service will be terminated.
    - Exhibitors who are granted a waiver will not have access to the facility Wi-Fi network for areas outside their broadcast area unless they purchase those services from the facility.

There are several vendors who currently provide small portable Wi-Fi systems which connect to a cellular carrier and provide Wi-Fi service to linked devices. While this may appear to be a great solution to an individual who wants to provide temporary Wi-Fi services they typically interfere with the Wi-Fi signal provided to users on the facility system. **These vendors are not authorized nor allowed to enter the complex for any service related issues.** McCormick Place provides a competitively priced exhibitor targeted Wi-Fi service which can be used throughout the facility and which is supported by an in-house staff. McCormick Place does not allow the transmission of IEEE standard 802.11(Wi-Fi) signals from self-contained portable Wi-Fi systems.

MCCORMICK PLACE
TERMS AND CONDITIONS FOR NETWORK - INTERNET SERVICES

1. **Pricing and taxes.** Customer agrees to pay the fees and other charges for Internet services and other services and products provided hereunder. The prices listed on this Agreement do not include Federal, State, or Local taxes. Taxes will be included on your final bill.

2. **Additional costs.** The Authority reserves the right to bill the Customer for any additional cost the Authority incurs in:
   1) assisting in trouble diagnosis or problem resolution found not to be the fault of the Authority or
   2) collecting information required to complete the installation that customer fails to provide.

3. **Use of Internet Services.**

   A. Customer agrees that the network attachment to be provided by the Authority shall be limited for use by the directors, officers and employees of the Customer, its guests, and its agents and consultants while performing service for the Customer and cannot be resold or distributed to other companies. The services being provided by the Authority will facilitate communications between the Customer's authorized users and the entities reachable through the national internet. Users of the Authority's services shall use reasonable efforts to promote efficient use of the networks to minimize, and avoid if possible, unnecessary network traffic and interference with the work of other users of the interconnected networks.
   B. Customer is solely responsible for the content of any transmissions of and by any Customer and any third party utilizing Customer's facilities or the Authority's network, as a whole or any equipment of system forming part of the network support system, or any services provided over or in connection with any of the Authority or other associated network.
   C. Customer agrees to comply with all applicable laws with regard to the transmissions and use of information and content. Customer further agrees not to: use the Internet service for illegal purposes; solicit any activity that is prohibited by applicable law over the Internet; interfere with or disrupt any of the Authority's or other associated networks as a whole or any equipment of system forming part of their systems, or any services provided over, or in connection with any of the Authority or other associated networks; interfere with or disrupt any other network users, network services or network equipment.
   D. Customer agrees not to use the Authority's services to transmit any communication where the meaning of the message, or its transmit distribution, would violate any applicable law or regulation or would likely be highly offensive to the recipient or recipients thereof.

4. **Wireless Specific.** The use of any wireless device that interferes with the facility wireless data frequency is prohibited.

5. **Performance Disclaimer.** The Authority does not warrant that the services provided hereunder will meet Customer's requirements or that Customer's access to and use of the services will be uninterrupted or free of errors or omissions. The Authority cannot and does not guarantee the privacy, security, authenticity and non-corruption of any information transmitted through, or stored in any system connected to the internet. The Authority shall not be responsible for any delays, errors, failures to perform, or disruptions in the Hosting services caused by or resulting from any act, omission or condition beyond the Authority's reasonable control. In situations involving performance or nonperformance of services furnished under this Agreement, Customer's sole remedy shall be a refund of a prorated portion of the price paid for services which were not provided. Credit will only be issued for periods of loss greater than 24 hours.

TERMS AND CONDITIONS FOR NETWORK - INTERNET SERVICES (continued)

6. **Internet Security Disclaimer.** The Authority does not provide security, such as, but not limited to, firewalls, for any Internet service it provides. It is the sole responsibility of the Customer to provide any necessary security. With execution of this document, Customer agrees to the Terms and Conditions of this Agreement and will hold the Authority, it's board members, officers, employees, agents, and consultants harmless for any and all liabilities arising from the use of non-secured Internet services.

7. **No Warranties.** The Authority makes no warranty of any kind with respect to services and products provided under this Agreement. The Authority disclaims all warranties, express and implied, including the warranties of Merchantability and the fitness for a particular purpose.

8. **Limitation on Liability.** The Authority will not be liable for any damages Customer may suffer arising out of acts of God, use or inability to use the Authority's Internet services or related products unless such damages are caused by an intentional and willful act of the Authority. The Authority will not be liable for any special or consequential damages, or for loss, damage, or expense directly or indirectly arising from Customer's use or inability to use the system either separately or in combination with other equipment or software or for commercial loss of any kind, including loss of business profits, based upon breach of warranty, breach of contract, negligence, strict tort, or any other legal theory whether or not the Authority or it suppliers or its subcontractors have been advised of the possibility of such damage or loss. In no event shall the liability of the Authority exceed an amount equal to the price of products and services purchased by Customer during the twelve-month period preceding the event which caused the damages or injury.

9. **Indemnity.** Customer agrees to indemnify and hold the Authority, its board members, officers, employees, agents, and consultants harmless against any claim or demand by any third party due to or arising out of the use by Customer of Internet services and related products provided hereunder.

10. **Termination.** Customer's failure to comply with the terms and conditions of this Agreement will result in immediate termination of Internet services provided hereunder. Customer acknowledges that the Authority reserves the right to terminate this Agreement for convenience.

11. **Changes.** The Authority reserves the right to change these terms and conditions at any time. The terms and conditions in effect at the time of services are ordered shall apply. Customer may view the most current terms and conditions by visiting: www.mccormickplace.com.

12. **Miscellaneous.** This Agreement constitutes the entire agreement of the parties and supersedes any prior or contemporaneous agreements between the parties with respect to the subject of this Agreement. This Agreement shall be governed by and construed in accordance with the laws of the State of Illinois without regard to its conflict of laws principles.

PAYMENT POLICY

Your on- site representative must be aware of this payment policy and be prepared to make payment upon installation of technology services. **Payment must be made by credit card, company check, travelers check or cash.** Regardless of the method of payment you select, **an approved credit card must be on file.**

The exhibiting firm is responsible for payment. If an agent is hired to handle display and/or billing for any services, the exhibiting firm and its agent must complete the section entitled **THIRD PARTY AUTHORIZATION** on the Order and Payment Summary Form. Upon confirmation of your third party agent's satisfactory credit rating, third party billing arrangements will be made.

For charges that are invoiced, payment is due upon receipt of invoice. Any charges unpaid 30 days after the invoice date will incur a finance charge of 1.5% per month, 18% annually, or the maximum legally allowable rate, whichever is lower. In addition, all future orders will be on a pre-paid basis only.

This payment policy agreement shall be governed by and construed in accordance with laws of the STATE OF ILLINOIS.

CANCELLATION POLICY

For full cancellation of all technology services ordered, a cancellation fee in the amount of 10% of the value of the services ordered will be charged.

For partial cancellation of technology services ordered, but not yet installed, no cancellation fees will be incurred.

For partial cancellation of technology services ordered and installed, but not yet used by the exhibitor, a cancellation fee of 10% plus the installation labor costs will be charged.

For cancellation of an Internet line that has been installed but not yet used, a 50% cancellation fee will be charged.

For cancellation of telecommunication services that have been installed and used, the full cost will be charged.

LIMITATION OF LIABILITY

Any liability of McCormick Place for the provision of services, or the failure to provide services or with respect to any claim, loss or cause of action arising from the provision of services or the failure to so provide is limited to the amount actually paid for the services in question.

SUBMITTING YOUR ORDER

ALL PAYMENTS MUST BE IN U.S. FUNDS DRAWN ON A U.S. BANK. MAKE CHECK PAYABLE TO: "MCCORMICK PLACE / SMG"

1. Online: www.mccormickplace.com

2. US mail/First Class Mail/Couriers or Overnight Express (remember to allow ten days):
   Metropolitan Pier and Exposition Authority • McCormick Place/SMG
   301 E. Cermak Road • Chicago, IL 60616

   Federal Tax ID Number: 366009091

   Illinois Tax ID Number: E9988509303

3. Fax: (312) 791-6159
   You may fax your complete order information. The Technology Services department will return a confirmation notice of receipt of your faxed order confirmation.

4. Wire Transfer:
   JPMorgan Chase • Chicago, IL 60603 • ABA # 021-000-021 • Account # 937524601 • Attn: SMG McCormick Place Depository
   All wire transfers should include the following information:
   • Your company name • The event/show name • Your booth/space number

Order and Payment Summary Form

COMPANY NAME:		**BOOTH #:**	**SQ. FT.:**
ADDRESS:		**PHONE #:**	
CITY:	**STATE:**	**ZIP:**	**FAX #:**
		TODAY'S DATE:	
ON-SITE CONTACT NAME:		**CELL #:**	
EMAIL ADDRESS:		**SUBMITTED BY:**	

EVENT NAME:	**2014 ASCO Annual Meeting**
EVENT CODE:	**13744**
DEADLINE DATE:	**May 5, 2014**
EVENT DATES:	**May 31 - June 2, 2014**

DATE RECEIVED: *FOR OFFICE USE ONLY*	
ORDER #:	
CUST #:	**CK AMT $:**
BATCH #:	**CK#:**

WHEN ORDERING ANY TECHNOLOGY SERVICE, THIS FORM MUST BE COMPLETED AND RETURNED WITH THE FLOORPLAN TEMPLATE AND THE SERVICE ORDER FORM(S). PLEASE INDICATE BELOW THE METHOD OF PAYMENT. PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE.
REGARDLESS OF THE METHOD OF PAYMENT YOU SELECT, AN APPROVED CREDIT CARD MUST BE ON FILE.

PLEASE MARK APPROPRIATE BOXES BELOW.

COMPANY CHECK NUMBER _____ ☐ WIRE TRANSFER ☐ CREDIT CARD

ALL PAYMENTS MUST BE IN U.S. FUNDS DRAWN ON A U.S. BANK, MAKE CHECKS PAYABLE TO: MCCORMICK PLACE/SMG

☐ THIS AUTHORIZATION WILL BE USED TO CHARGE YOUR CREDIT CARD ACCOUNT FOR YOUR ADVANCE ORDERS AND ANY ADDITIONAL AMOUNTS INCURRED AS A RESULT OF SHOW SITE ORDERS PLACED BY YOU OR YOUR REPRESENTATIVES AND ANY ASSOCIATED MEETING ROOM COSTS. THESE CHARGES MAY INCLUDE LABOR, MATERIAL AND TELEPHONE USAGE. PLEASE COMPLETE THE INFORMATION BELOW.

OR

☐ FULL ORDER PAYMENT IS ENCLOSED. THE CREDIT CARD INFORMATION BELOW IS REQUIRED TO BE KEPT ON FILE. YOUR CREDIT CARD WILL NOT BE CHARGED UNLESS THERE IS AN OUTSTANDING BALANCE ON YOUR ACCOUNT AT THE END OF YOUR SHOW AND PAYMENT IS NOT RECEIVED FOR SUCH BALANCE PRIOR TO YOU LEAVING OUR FACILITY.

EXHIBITOR AUTHORIZATION

CREDIT CARD NO.:	
EXPIRATION DATE:	
□ PERSONAL CREDIT CARD	**□ COMPANY CREDIT CARD**
CARDHOLDER'S NAME (PRINT):	
CARDHOLDER'S SIGNATURE:	
BILLING ADDRESS:	
CITY/STATE/PROVINCE/ZIP:	
PHONE (EXT):	**FAX:**

PLEASE CALCULATE YOUR SUB-TOTAL FROM EACH SECTION IN THE AREA BELOW

Telephone	**$**
Cable TV	**$**
Internet	**$**
***Tel/Internet tax**	**$**
GRAND TOTAL	***$***

PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE
Order and Full Payment Must Be Received By Deadline Date for Advance Rate

Labor Not Included

☐ **FOR THE USE OF AN EXHIBITOR APPOINTED CONTACTOR:**
WE UNDERSTAND AND AGREE THAT WE, THE EXHIBITING FIRM, ARE ULTIMATELY RESPONSIBLE FOR PAYMENT OF THE CHARGES. IN THE EVENT THAT THE NAMED THIRD PARTY DOES NOT DISCHARGE PAYMENT OF THE INVOICE PRIOR TO THE LAST DAY OF THE SHOW, CHARGES WILL REVERT TO THE EXHIBITING COMPANY. ALL INVOICES ARE DUE AND PAYABLE UPON RECEIPT, BY EITHER PARTY.

THIRD PARTY AUTHORIZATION

CREDIT CARD NO.:	
EXPIRATION DATE:	
□ PERSONAL CREDIT CARD	**□ COMPANY CREDIT CARD**
CARDHOLDER'S NAME (PRINT):	
CARDHOLDER'S SIGNATURE:	
BILLING ADDRESS:	
CITY/STATE/PROVINCE/ZIP:	
PHONE (EXT):	**FAX:**

Your signature indicates that you have read and Fully understand our payment policy, terms and conditions.

Signature:

Please contact us if you need assistance:
(312) 791-6113 (Call Center)
(312) 791-6159 (Fax)
technology@mccormickplace.com (E-Mail)

Order Technology Services On-Line At:
www.mccormickplace.com

INTERNET SERVICES ORDER FORM

ORDER AND FULL PAYMENT MUST BE RECEIVED BY DEADLINE DATE FOR ADVANCE RATE

EVENT NAME:	2014 ASCO Annual Meeting	**EVENT DATES:**	May 31 - June 2, 2014
COMPANY NAME:		**BOOTH #:**	**DATE:**
PHONE #:		**EMAIL ADDRESS:**	

DIGITAL INTERNET SERVICES

All services include the installation of ONE 10Base T network cable, terminated on an RJ45 end. Additional wiring is done by our Installers on a time and materials basis. You must supply all necessary hardware and software. **PLEASE REFER TO PAGE 3 FOR A DESCRIPTION OF SERVICES OR CALL (312) 791-6113.**

CODE	QTY	DESCRIPTION	ADVANCE RATE PER UNIT	STANDARD RATE PER UNIT	TOTAL
3401		Associate Class Wired Service	$500.00	$625.00	
3402		Executive Class Wired Service	$1,200.00	$1,500.00	
3403		Executive Class Plus Wired Service	$1,400.00	$1,750.00	

DEDICATED WIRED INTERNET SERVICES

3404		1.54 mbps Service	$3,510.00	$4,390.00	
3405		3.0 mbps Service	$5,700.00	$7,125.00	
3406		6.0 mbps Service	$8,700.00	$10,875.00	
Dedicated Services Greater than 6.0 Mbps Please call us at (312) 791-6113					
3354		Additional TCP/IP Address	$125.00	$160.00	
3358 3376 3377		Hub Rental – If you're connecting more than one computer, you'll need a hub. We offer hubs in 8, 16 and 24 port varieties.	$125.00 – 8 ports $200.00 – 16 ports $300.00 – 24 ports	$125.00 – 8 ports $200.00 – 16 ports $300.00 – 24 ports	
3367		Firewall Rental – We offer Cisco Pix ® firewalls. Includes basic programming.	$500.00	$500.00	
WIRELESS INTERNET SERVICES					
		VIP Wireless Service - Contact us for multi-user pricing.	$300.00	$375.00	
				SUB-TOTAL	

** See terms and conditions. We cannot guarantee speeds on the Internet. Speeds listed are determined by your device and our Internet gateway. By placing an order, you agree to all terms and conditions.
* One connection only. Additional drops or fanning of cables within the booth will be done on a time & materials basis.

** See terms and conditions. We cannot guarantee speeds on the Internet. Speeds listed are determined by your device and our Internet gateway. By placing an order, you agree to all terms and conditions. * One connection only. Additional drops or fanning of cables within the booth will be done on a time & materials basis.

LABOR

LABOR RATES ARE EFFECTIVE:
June 1, 2014 – May 31, 2015

Straight Time	**$85.00**
Overtime	**$125.00**
Double Time	**$165.00**

TAX BREAKDOWN

State Excise	**7%**
State Infrastructure	**0.50%**
City Excise	**7%**

DEADLINE DATE

Submit Your Complete Order and Full Payment by **MAY 5, 2014** to receive the Advanced Rate.

WIRELESS ACCESS POINT WAIVER FORM

EVENT NAME:	2014 ASCO Annual Meeting	EVENT DATES:	May 31 - June 2, 2014
COMPANY NAME:		BOOTH #:	DATE:
PHONE #:		EMAIL ADDRESS:	

1. Have you ordered Internet Services? Yes ☐

If so, please provide your Technology Services Order Number:
(Located on the Service Order Confirmation email that you received after your Internet order was placed.)

2. What services have been ordered? *(must be a Dedicated Wired Internet Service to qualify / 6 mbps or greater)*

_____ _____

3. Is your access point capable of manual power output and channel selection adjustments? Yes ☐ No ☐

Please List Technical Specifications:

AP MAC Address:_____ **SSID:**_____

AP Manufacturer:_____ **AP Model:**_____

Intended 2.4 Ghz Channel:_____ **Intended 2.4 Ghz Signal Strength:**_____

Intended 5 Ghz Channel:_____ **Intended 5 Ghz Signal Strength:**_____

Intended Mounting Height:_____

Your signature indicates that you have read and fully understand our terms and conditions as stated in pages 4-5.

Signature:_____

Printed Name:_____

Date:_____

Please contact us for assistance.
(312) 791-6113 (Call Center)
(312) 791-6159 (Fax)
technology@mccormickplace.com (E-Mail)
Order Technology Services On-Line At www.mccormickplace.com

TELEPHONE / CABLE SERVICES ORDER FORM

ORDER AND FULL PAYMENT MUST BE RECEIVED BY DEADLINE DATE FOR ADVANCE RATE

EVENT NAME:	**2014 ASCO Annual Meeting**	**EVENT DATES:**	**May 31 - June 2, 2014**
COMPANY NAME:		**BOOTH #:**	**DATE:**
PHONE #:		**EMAIL ADDRESS:**	

TELEPHONE SERVICES

CODE	QTY	DESCRIPTION	ADVANCE RATE PER UNIT	STANDARD RATE PER UNIT	TOTAL
3310		SINGLE LINE MAIN* – includes the use of our telephone instruments; if additional instruments that share the same phone number are required also order code 3321 extension service.	$290.00	$435.00	
3321		SINGLE LINE EXTENSION* – cannot be ordered without at least one MAIN service, code 3310; service includes the use of our telephone instruments.	$140.00	$210.00	
3315		MULTI-LINE MAIN* – Includes voicemail (by request) and use of telephone instruments; if additional instruments that share the same phone number are required also order code 3322 extension service.	$620.00	$930.00	
3322		MULTI-LINE EXTENSION* – cannot be ordered without at least one MAIN service, code 3315; service includes the use of our telephone instruments.	$315.00	$475.00	
N/A		USAGE DEPOSIT PER PHONE LINE – required for internationally billed customers.	$300.00	$300.00	
3311		(Voice Mail) Per Single Line Telephone	$60.00	$90.00	
3319		OTHER CARRIER SERVICES	$265.00	$398.00	
3340		POLYCOM SOUND STATION - Line charge is separate (electrical service required)	$210.00	$210.00	
3337		SINGLE LINE SPEAKER – Line charge is separate	$12.00	$18.00	
				SUB-TOTAL	

Do you want your telephone number published in the Event Directory? **Yes** □ **No** □

If yes, please print how your company's name should appear : _____

CABLE TELEVISION SERVICES

South & West Buildings Only

Code	Qty	Description	Advance Rate Per Unit	Standard Rate Per Unit	Total
1560		CABLE ACCESS	$245.00	$368.00	
1570		EACH ADD. CONNECTION/EXT FROM THE MAIN SERVICE	$32.00	$47.00	
3319		OTHER CARRIER SERVICES	$265.00	$398.00	
				SUB-TOTAL	

In an ongoing effort to make McCormick Place a simple place to do business, telephone services now includes:

- **Unlimited Free Toll-free calls**
- **Unlimited Local (Chicago Metro Area) Calls**
- **Up to 100 minutes of Domestic Long Distance calls at no charge.**

We will continue to charge for all international calls

DEADLINE DATE

Submit Your Complete Order and Full Payment by **MAY 5, 2014** to receive the Advanced Rate.

Communication Services Labor Ticket

Please complete this form along with your Order and Payment Summary Form (pg. 8) if you require service installation by a specific date or networking/fanning out of CAT5 cables.

EVENT NAME:	2014 ASCO Annual Meeting	**EVENT DATES:**	May 31 - June 2, 2014
COMPANY NAME:		**REQUESTED BY (Name):**	
BOOTH #:		**DATE:**	
BUILDING :	□ NORTH □ SOUTH □ EAST □ WEST		
THE LINE BELOW IS FOR INTERNAL USE			
WORK ORDER #:		**MCCORMICK PLACE ASSIGNED PHONE #'S :**	

DATE & TIME LABOR REQUESTED: _____

DESCRIPTION OF WORK:

□ Pre-wire booth prior/early installation
□ Install inside booth wiring for customer owned phone system
□ Fanning out network (Internet/fiber/etc.) drops inside booth
□ Other: Please specify _____

THE TABLE BELOW IS FOR INTERNAL USE

Date	Technician	Straight Time Hours Code 3930 @ $85.00	Overtime Hours Code 3940 @ $125.00	Double time Hours Code 3950 @ $165.00	Inbound or Outbound Labor (Designate below)

I acknowledge that by signing this ticket I agree to pay the total charges at the time of invoicing.

Authorized Signature: _____

Print Name: _____ Date: _____

Technology Services Routing Instructions
Original: Keep in show site folder
Copy: fax copy to the telephone equipment room.

Total Amount $

Please call us if you would like assistance completing this form (312) 791-6113.

FLOOR PLAN TEMPLATE

Event Name:	2014 ASCO Annual Meeting	**Event Dates:**	May 31 - June 2, 2014
Deadline Date:	May 5, 2014	**Company Name:**	
Booth #:		**Phone #:**	
Fax #:		**On-Site Contact Name:**	
Contact Arrival Date:			
Equipment Delivery Date:		**Carpet Installation Date:**	

Using the legend below, please complete this form for all Telecommunication services ordered. A change of location on an installed or partially installed service may result in additional costs to you. If you are submitting your own detailed drawing, please be sure to include the following items:

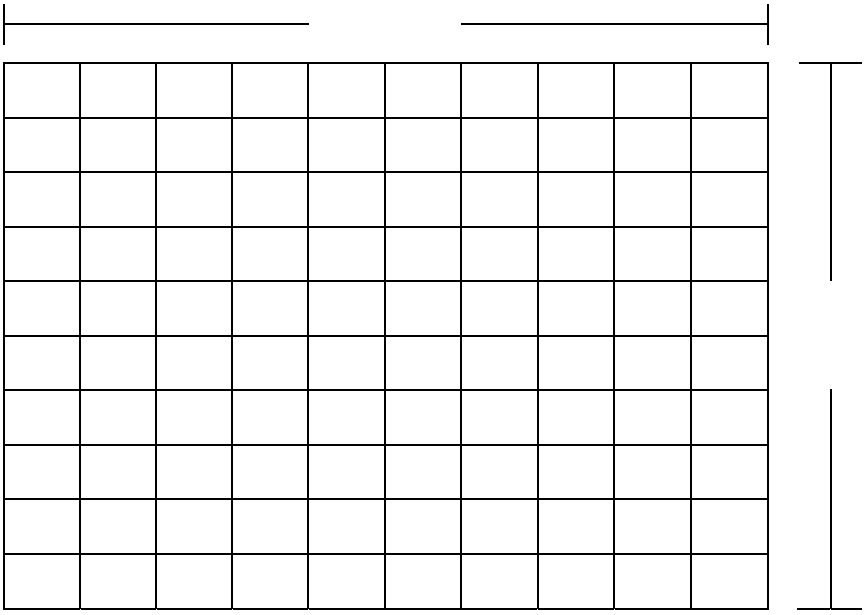
- Your company name, booth number, your office phone and fax #s, your on-site contact and their expected arrival date, your equipment delivery date and your carpet (flooring) installation date.
- Be sure to check in at the Service Desk upon your arrival to notify our staff when you are ready for your service

TO AVOID BOOTH INSTALLATION CHARGES PLEASE BE SURE TO SUBMIT FLOOR PLANS ALONG WITH YOUR ORDERS.

1 square = 1 square foot (Unless otherwise noted)

Back of Booth

Adjacent Booth # _____



Adjacent Booth # _____

Aisle

- TELEPHONE JACKS

- INTERNET ACCESS

BOOTH DIMENSIONS:

_____ **(L) X** _____ **(W)**

FACILITY REGULATIONS

Animals and Pets

- Domestic animals: If you plan to use a domestic animal (i.e., cat or dog) in your exhibit, be sure to contact your Show Manager for approval. An insurance disclaimer will need to be completed. Upon proof of show management approval, disclaimer forms can be obtained through the McCormick Place Event Manager at (312) 791-6317.
- Non-domestic, endangered or exotic animals: The use of these animals must be approved by your Show Manager. In addition to the disclaimer form, you must also contact our Loss Prevention Manager at (312) 791-7113.

Balloons and Radio-Operated Air Devices

- Radio-operated blimps and similar devices are permitted on the event floor with pre-approval in writing from Show Management and with a certificate of accident insurance.
- To prevent escape to the ceiling, helium-filled balloons and similar objects must be secured. If they do escape to the ceiling, you may be charged removal fees.
- Helium-filled balloons or any other helium-filled object may not be distributed.
- Mylar balloons are prohibited due to their effect on the fire detection systems.

`

Smoking

- In accordance with the City of Chicago Fire Department and the City of Chicago, smoking is not permitted in McCormick Place. Smoking stations are located outside of the facility.

Exhibits in Meeting Rooms

- If a meeting room has been assigned to your company for exhibit or meeting use, please contact the McCormick Place Event Manager at (312) 791-6317 for specific meeting room guidelines.
- Storage of combustible materials in meeting rooms, ballrooms or service corridors is prohibited.
- Crates, cartons, pallets, pallet jacks, forklifts, etc., are not allowed in meeting rooms. All freight must be uncrated or removed from pallets prior to entering the room. Movement of freight should be done using flat trucks dedicated to carpet use. If other flat trucks or dollies are used, appropriate floor protection (Visqueen or Masonite) must be installed.
- Storage of containers, skids, etc. is prohibited inside the facility. These items must be moved to the appropriate crate storage area. Please contact your Contractor or the official event service contractor to assist you. Removal of such items is a Fire Safety regulation and subject to inspection by the Fire Marshal.

Hanging Items

Hanging items are defined as any materials, including but not limited to, signs and machinery, which are hung from or attached to ceilings, exhibit structures or building supports.

All requests for hanging items must be reviewed and approved by Show Management.

The responsibility to hang an item is shared by your general service contractor and the utility provider.

NOTE: Items weighing 500 lbs or more: Drawings must be reviewed, signed and stamped by a licensed structural engineer to CERTIFY STRUCTRUAL INTEGRITY AND SAFTEY.

- These rules and regulations provide absolute limits which cannot be exceeded under any circumstances or conditions.
- Fire Retardant regulations also apply to hanging items. Refer questions regarding fire retardancy to the Fire Safety Manager at (312) 791-6079.
- No hanging items are to be hung from any electrical fixtures, raceways, water, gas, air, fire protection, communications lines, piping, supports or hangers.
- All electrical and neon items must conform to City of Chicago Electrical Codes.
- The use of MIS, Octonorm or similar components systems for hanging signs is not permitted in our facility.

Parking / ASUV Program

To register for the ASUV self-loading/unloading program and/or purchase parking permits online review our Automobile and Small Utility Vehicle (ASUV) Program at:
www.mccormickplace.com/exhibitors/asuv.php

Option 1 - Self-loading/Unloading ASUV

McCormick Place allows exhibitors to unload and load small privately-owned vehicles without hiring labor at designated areas in the building. Show management will determine the hours of operation for each event.

Option 2 - ASUV Valet

ASUV valet parking is available with your Exhibitor Guaranteed Parking Permit.

Option 3 - Exhibitor Guaranteed Parking

Also, a limited number of guaranteed parking spaces are available by advance order of an Exhibitor Parking Permit. This permit allows access to the garages with in-and-out privileges. Parking spaces are guaranteed even if lots fill to capacity.

FIRE AND SAFETY REGULATIONS

Fire Prevention reserves the right to make any final decisions regarding the outlined requirements, according to Section 2-36-220 of the Municipal Code of Chicago on Fire Prevention.

Prior to the show opening and at any time during the event, the Fire Marshal may inspect the booths to ensure these requirements are met. If they are not, adjustments can be costly, and if a booth imposes a significant fire hazard, it will be prohibited from exhibiting.

If you have any questions or need fire code information please call the Fire & Safety Manager at (312) 791-6079.

Booth Staging

In addition to equipment and furniture placed within a booth space, Exhibitors are allowed to stage the following items:

- Boxed or loose product, materials or literature.
- Fiber cases used to ship pop-up displays.
- Personal items such as luggage, purses, briefcases or coats.

The following restrictions must be observed when staging these additional items:

- The amount of product, materials or literature that may be staged within a booth space must not exceed a one-day supply.
- Items may be placed either in a display case, on a counter, on a shelving unit, in a closet, on a table, under a table or stacked neatly within the booth space.
- Items that are placed under a table must not protrude outside the table dimensions.
- Items that are stacked must not create a tripping hazard or hamper easy movement within the booth space.
- Items may not be placed on or within six inches of floor ports, electrical wiring or cabling.
- Pallets, empty crates, cartons and boxes may not be stored in the booth space.
- Staging will not be allowed behind the back wall of the booth and behind the drape within the booth.
- Fire Safety personnel will patrol the exhibit area. If anyone is in violation a written notice will be given to the exhibitor.

Fire Retardancy

Booth construction and decoration materials must be fire retardant. It is suggested that a certificate of retardancy be available at the show to prevent the need for possible on-site testing of the material. Fabrics must pass the NFPA-701 Code, and all other construction and decoration materials must pass the NFPA-703 Code as well as the UL-1975 test. General guidelines for material fire retardancy include:

- Backdrops, tents, canopies, dust and table covers, drapes and similar fabrics: These fabrics can often be made fire retardant by a dry cleaner that can issue a certificate of fire retardancy. Suppliers and/or display manufacturers can also provide a certificate included with the materials.
- Corrugated cardboard/display boxes: These materials can best be made fire retardant at a factory.
- Wood and wood by-products: If wood materials are not sufficiently fire retardant, a certified fire retardant specialist using pressure impregnation or similar impregnation method must treat them.
- Polyurethane foam, plastic and similar products.

Open Flame Devices

Used for illumination or decoration, such as candles, gelled alcohol fuel fire bowls, firepots or fireplaces must comply with the following:

- Prior notification and review by the McCormick Place Fire Safety Manager, the Fire Prevention Bureau, the Fire Marshal and Show Management.
- Must be contained inside a non-combustible enclosure that totally encapsulates the flame providing a measure of safety to the public.
- Must be positioned on a non-combustible surface with 24 inch clearance of the flame device from any combustibles and booth back wall.
- Must have a mechanism available to quickly and safely extinguish the flame.
- Must have at least one multipurpose fire extinguisher rated minimum 2 – A :10- B:C strategically located with the booth.
- Booth personnel should be familiar with the operation of the fire extinguisher.
- Booth personnel must be in attendance whenever the device is in use.
- Maximum one day supply of the replacement fuel allowed in booth.
- Device must be allowed to cool before refueling.
- Flame must be extinguished ½ hour prior to closing.

Hazardous Demonstration/Display Materials/Pyrotechnics

When designing demonstrations and displays, note that the following devices require pre-approval by McCormick Place and the Chicago Fire Department.

- Lasers, open flames (including candles)
- Smoke-producing devices
- Indoor Pyrotechnics have special permitting procedures through the City of Chicago Fire Prevention Bureau. Contact the Assistant Director of Fire Safety.
- Heating appliances
- Welding, brazing or cutting equipment
- Radioactive materials
- Compressed gas or compressed liquid cylinders if applicable used in the booth must be securely anchored to prevent toppling.
- Gasoline, kerosene or other flammable, toxic liquid, solid or gas
    - A limited supply of these fuels may be stored in the demonstration device, but cannot be stored overnight.
    - All fuel transfers must use safety cans.
- When displaying a flammable or combustible labeled product, the display container shall be empty. Up to two aerosol cans may be used for demonstration purposes only.

Approval requests must be sent in 60 days before move-in of the event. The request must state how the demonstration will avoid hazards to people or nearby objects. Plexiglas or similar protection is required whenever sparking may occur. Fire extinguishers will also be required.

Any chemical, substance or material deemed hazardous by OSHA requires pre-approval and must be accompanied with the appropriate Material Safety Data Sheet (MSDS). McCormick Place Fire Safety Office will need copies of the MSDS before the materials arrive.

Prohibited Materials

The following items are fire-hazardous and prohibited in McCormick Place:

- All flammable compressed gases, such as propane and butane
- Explosives and live ammunition
- Untreated Christmas trees, cut evergreens or similar trees
- Fireplace logs and similar materials
- Charcoal
- Untreated mulch, Hay, Straw, Bamboo and Spanish moss

Cooking and Heat-Generating Devices

If cooking or heating appliances will be used, they must be powered electrically or by natural gas. Stoves and heaters for booth usage must be UL listed/approved and also be adequately ventilated. Nothing combustible may be placed near any heat-producing appliance. A UL listed/approved, 2 – A :10 – B : C ABC-type fire extinguisher is required in such exhibits.

Fire Hose Cabinets, Pull Stations, Aisles and Exits

- Each of these fire safety supports must be visible and accessible at all times. Adjustments to space and equipment may be required.
- Chairs, tables and other display equipment must be clear of all aisles, corridors, stairways and other exit areas.

Vehicle Displays

- Any vehicle or other apparatus that has a fuel tank and is part of a display, is required to be equipped with a locking (or taped) gas cap and can contain no more than 1/8 tank of fuel.
- Once the vehicle has been positioned, it cannot be moved until move-out begins, without prior approval by the McCormick Place Fire Safety Manager or Designee.
- Battery cables must be disconnected once the vehicle is positioned. The engine cannot be operated during show hours.
- Refueling must be done off property.

Hazardous Materials Management

Neither McCormick Place Housekeeping Department nor your official service contractor manages hazardous material removal. However, the McCormick Place Event Management Department can provide contractor names specializing in this service. Exhibitors are responsible to make their own arrangements.

Multi-Level Booths or Ceilings (including tents)

Double-decker booths or booths with ceilings (including tents) were previously required to be equipped with fire safety devices. However, our Fire Safety Department and major show contractors have worked with the Chicago Fire Department to develop specific codes for the trade show environment that would offer a safe and cost-effective alternative to sprinklers. These specific requirements apply to all exhibits that have a ceiling or second story.

Booths fall into one of the five following booth formats:

Format 1: Exhibits with two stories under 225 square feet
Format 2: Exhibits with two stories at or over 225 square feet
Format 3: Exhibits with ceilings under 225 square feet
Format 4: Exhibits with ceilings at or over 225 square feet
Format 5: Multiple-level exhibits, which require automatic sprinklers or any of the above exhibits with installed automatic sprinklers. Separate fire code items apply.

For booth formats 1–4, you will need to comply with the fire code items marked *yes* on the following table:

Fire Code Compliance
Exhibits with Multiple Levels or Ceilings

Fire Code Item	Booth Format			
	1	2	3	4
1. Max. Dimensions	Yes	Yes	No	Yes
2. Second Level	Yes	Yes	No	No
3. Exit Stairways	Yes	Yes	No	No
4. Smoke Detectors	Yes	Yes	Yes	Yes
5. Fire Extinguishers	Yes	Yes	Yes	Yes
6. Posted Certificate				
of Fire Retardancy	No	Yes	No	Yes
7. Certified Approval	Yes	Yes	No	Yes
8. Fire Marshal Review	Yes	Yes	Yes	Yes

For exhibits using automatic sprinklers, the amount and type of sprinkler coverage needed depends on the booth specifications. If automatic sprinklers are preferred, or are required, contact our Fire Safety Office to discuss your options.

Fire Code Items for Multiple Level Booths

- ***Maximum Dimensions:*** To avoid the sprinkler requirement, your exhibit must be less than or equal to 2 levels high (maximum 30-foot elevation) or 5,000 square feet of enclosed area.
- ***Second Level:*** Second levels must remain open and uncovered. If they are covered, sprinkler protection will be required. Booths with a third level or more must also have special sprinkler coverage.
- ***Staircases:*** Staircases between levels must be in compliance with the Americans With Disabilities Act and meet the following requirements:
    - Minimum of 3 feet in width
    - Provide a handrail on at least one side
    - Provide handrails a maximum of 1-1/2 inches in circumference and turned into walls
    - Not be spiral or winding
    - If the top deck is designed to hold over 10 people, or exceeds 1,200 square feet in area, a second staircase is required which must be remote from the main staircase and meet the same construction requirements.
- ***Smoke Detectors:*** All areas under the second level or ceiling, including closets, need to be equipped with a UL approved (or similarly approved), battery-operated smoke detector. If this space is enclosed after hours, the smoke detector must be audible outside the enclosed area.
- ***Fire Extinguishers:*** A UL-approved (or similarly approved) 2-1/2 pound ABC-type fire extinguisher must be posted in a clearly visible and readily accessible area for each 500 square-foot enclosure.
- ***Posted Certificate of Fire Retardancy:*** A certificate verifying the fire retardancy of your booth construction materials must be posted in a conspicuous place within the exhibit.
- ***Certified Approval:*** After the booth has been designed, the blueprints must be approved and stamped by a licensed professional structural engineer. These blueprints should include dimensions and an isometric rendering. This approval applies to all booth formats outlined previously.
- ***Fire Safety Review:*** Send stamped blueprints to McCormick Place for review with the Fire Safety Division and by the Chicago Fire Department, Fire Prevention Bureau at least 60 days before the show opens to allow sufficient time for any needed corrections. Be sure that plans show dimensions and an isometric rendering of your exhibit. In addition, all areas requiring sprinkler protection must be highlighted. If plans are not provided on time, it may cause delays or disapproval of your booth to occur during the pre-show fire inspection.
- ***Fire Guards:*** Once a multiple level booth or a booth with a ceiling is built and completed, and whenever the exhibit or show is closed for business, special fire watch coverage is required. Use of individuals designated as fire guards is subject to prior approval by the McCormick Place Assistant Director of Fire Safety.
- ***Americans with Disabilities Act:*** All exhibits must comply with the ADA. For information on compliance, contact the McCormick Place Assistant Director of Fire Safety.

Please contact us if you need assistance.

(312) 791-6113 (Call Center)
(312) 791-6159 (Fax)
technology@mccormickplace.com (E-Mail)
Order Telecommunication Services On-Line At www.mccormickplace.com

BOOTH SECURITY ORDER FORM

Please direct inquiries and orders regarding this service to:

RA CONSULTING
2700 N. Main Street, Suite 1070
Santa Ana, CA 92705
TEL +1. 714. 543. 3131 FAX +1. 714. 543. 3232
Email: orders@raconsulting.us

COMPANY INFORMATION:

Company Name:_____ Booth Number:_____

Contact Name:_____ Location:_____

Address:_____ E-Mail: _____

City:_____ State:_____ Zip:_____

Phone:_____ Fax:_____

On Site Contact (Name and Cell #) _____

RATES:

Unarmed Officers:

$35 per hour; applied to all orders *received by May 2, 2014*

$40 per hour; applied to all orders *received after May 2, 2014 and through May 9, 2014*

$45 per hour; applied to all orders *received after May 9, 2014*

Police Officers:

$95 Per hour; applied to all orders (Please inquire for Availability of Service)

Note: Please indicate whether or not the guard should be relieved by Company Representative:

☐ Yes ☐ No

COVERAGE REQUESTED: (Please indicate DAYS, DATES and TIMES of coverage)

Day/Date: _____ Start: _____ Day/Date: _____ End: _____ Total hours: _____

Day/Date: _____ Start: _____ Day/Date: _____ End: _____ Total hours: _____

Day/Date: _____ Start: _____ Day/Date: _____ End: _____ Total hours: _____

Day/Date: _____ Start: _____ Day/Date: _____ End: _____ Total hours: _____

Day/Date: _____ Start: _____ Day/Date: _____ End: _____ Total hours: _____

Day/Date: _____ Start: _____ Day/Date: _____ End: _____ Total hours: _____

Day/Date: _____ Start: _____ Day/Date: _____ End: _____ Total hours: _____

Day/Date: _____ Start: _____ Day/Date: _____ End: _____ Total hours: _____

Total Hours: _____

Applied Rate: $ _____

Total Cost: $ _____

Add 5% Service Charge for Credit Card Orders: $ _____

Total Paid With Order: $ _____

PAYMENT METHOD:

FULL PAYMENT MUST BE RECEIVED PRIOR TO ACCEPTANCE OF ORDER

Choose Payment Option: ☐ Check ☐ VISA ☐ MC ☐ Amex

If paying by credit card please check: ☐ Company Card ☐ Personal Card

Card Holder Name:_____ E-Mail:_____

Address:_____ Phone: _____

City:_____ State:_____ Zip:_____

Card #: _____ Exp. Date:_____ Security Code:_____

Signature:_____

I authorize RA CONSULTING to charge my credit card account for the amount stated on Page 1.

Note: Should the actual cost exceeds the estimated amount; Please indicate whether you would like RA Consulting to charge the amount due at the end of the event to the same card:

☐ Yes ☐ No

INVOICING INFORMATION:

Please indicate who should receive the final invoice, and check which method to utilize for delivery:

Contact Name:_____ ☐ E-Mail:_____

☐ Phone:_____ ☐ Fax:_____

TERMS AND CONDITIONS:

- Full payment must be received prior to processing any booth order.
- RA Consulting recognizes a four-hour minimum shift for all unarmed officers, and a six hour minimum for all police officers.
- All orders received on site will be handled on a case by case basis depending on officer availability
- Client shall protect, indemnify, and hold harmless RA Consulting and its officers, agents, employees, and subcontractors from and against any and all loss to property and/or personal injuries, not due to the negligence of RA Consulting, or its subcontractors, agents, servants, or employees. It is expressly understood and agreed that under no circumstances will RA Consulting be responsible for the theft or other loss of Client's property not directly attributable to theft or loss by RA Consulting, its agents, servants, or subcontractors.
- RA Consulting shall not be liable for any damages sustained from delay or non-performance due to events beyond the reasonable control of the parties including without limitation, acts of God, disaster, government regulation, terrorist actions, strikes or other labor disputes, weather, earthquakes, fires, floods, war, riots, civil disorder, failure of power or utilities, government acts.
- In the event of a refund, it will be paid by check only.

OFFICE USE ONLY:

Order Received on:_____ Client Confirmed on:_____

CC Original Charge Charged on:_____ Approval code:_____

CC Final Charge Charged on:_____ Approval code:_____

Check Process Deposited on:_____ Check Number:_____

Order submitted to Manager on:_____ Manager Name:_____

RA Consulting thanks you for your business

UNIVERSAL COMPUTER RENTAL

12425 Mills Ave Unit A6 Chino, CA 91710
Voice 909-627-2089 Fax 909-627-2099
www.ucrental.com
sales@ucrental.com

Order Deadline Date:
May 16, 2014

Ordered By:

Company Name:

Address:

City: State: Zip:

Telephone #: Fax #:

Email Address:

Payment Type: (Check One) AmEx: ☐ MC : ☐ Discovery: ☐ Visa: ☐ Check: ☐

C.C.#: C.C. Exp: Sec. Code:

C.C. Address, Zip Code: Signature:

Hall: South Hall Booth: Delivery Date: Delivery Time:

Pickup Date: Pickup Time: Onsite Contact & Cell #:

As the Official Computer Vendor, Universal Computer Rental will have Equipment, Computer Technicians and a Service Desk On-Site from Set-Up through Dismantle. Please visit our service desk with questions or call 1‖800 294-3888

*******PRICES ARE FOR ENTIRE LENGTH OF SHOW NOT PER DAY*******

Qty	Computers… *17" LCD Monitor Included*	Show Rate	Extended Rate
	Pentium 4 – 2Ghz 1GRam/60GHd,CD,56k Modem, 10/100 NIC	$285	
	AMD Athlon 2.2Ghz X2 CPU,1GRam/80GHd, DVD 10/100 NIC	$345	
	AMD Phenom II X6 Core 4GRam/500GHd, DVD/RW 100/1000Gigabit NIC	$385	
Qty	**Laptops…**		
	AMD Athlon 2.2Ghz X2 CPU, 1GRam/80GHd,DVD/RW	$296	
	Intel i5 X2 CPU, 4GRam/500GHd, HDMI, DVD/RW 10/100/1000 NIC	$325	
Qty	**Monitors… *10% Off If Ordered With PC***		
	17" LCD Flat Screen	$195	
	19" LCD Flat Screen	$240	
	22" LCD Flat Screen, VGA/DVI	$275	
	22" LCD Monitor, 1080p **HDMI**/VGA/S-Video/RCA	$295	
	42" – 54" Carts With Drape	$85	
	Wall Mount Brackets	$50	
Qty	**Printers… *10% Off if Ordered With PC***		
	HP LaserJet 4250N USB/Network	$245	
	Laser Fax Plain Paper	$225	
	HP LaserJet 3600N Color Printer 1000 Prints Included, 15¢ There After	$345	
	Laser Copier/Printer/Fax/Scanner COLOR 1000 Prints Included 15¢ After	$385	
	Laser Copier/Printer/Scanner Auto Feeder Reduce/Enlarge Monochrome	$295	
Qty	**Mac Computers**		
	Mac Pro 8 Core 2.8Ghz Xeon, 6GRam/320GHd, DVD/RW Dual Gigabit NIC	$345	
	Mac Book Pro i5 2.4Ghz, 4GRam/320GHd, DVD/RW Wireless, Gigabit NIC	$345	

Qty	Accessories…		
	Wireless Router 802.11 b, g, n	$85	
	IT Services, Setup Your Equipment	CALL	
	PC Speakers 35 Watts	$35	
	PC Surround Sound Speakers	$50	
	Wireless RF Keyboard/Mouse 50FT Range	$85	
	VGA Distribution Amplifier 1 Input 6 Outputs	$85	
	DVI/HDMI Distribution Amplifier 1 Input 2 Outputs	$125	
	8 Port Switch 10/100/1000	$50	
	16 Port Switch 10/100/1000	$65	
	24 Port Switch 10/100/1000	$95	
	DVD Player NTSC & PAL	$85	
	Blu-Ray Player Region Free A, B, C NTSC/PAL	$150	

If additional equipment is needed and not listed please call 1‒800-294-3888

Subtotal	
Tax 8.75%	
Installation Fee	**$125.00**
Union Fees 21% of Subtotal	
Total	

SERVICE: 24HRS / 7 days a week on call service available at 1-800-294-3888.
OFFICIAL EVENT: Onsite service desk & technical support at no charge on equipment ordered.
DISCOUNTS: Orders must be received by May 16, 2014 for any discounts.
CANCELLATION: Fee is 50% if not received 72 hours prior to delivery, or fee of 100% if canceled onsite.
DRAYAGE & UNION: Labor is not included and is the customer's responsibility.
DELIVERY / PICKUP: A representative from your organization must be in the booth at the time of delivery and pickup to sign for the equipment. If a repeat delivery is required an additional charge will apply.
CREDIT CARD: For your convenience we will use this authorization to charge your credit card for your advance order, and any additional fees incurred as a result of on-site orders by your representatives. These fees include any service provided by Universal Computer Rental, or charges we incur on your behalf.
RESPONSIBILITY: Customer is responsible for all loss and damage to equipment. All orders are subject to Universal Computer Rental standard terms and conditions. Prices are subject to change without notice.

Order Comments / Instructions

TLC Convention Plant Services

Mailing Address: P.O. Box 962 • Apopka • Florida 32704-0962
Street Address: 2553 Valerie Ave. • Apopka • Florida 32712-5724 (USA)
(407) 889-3033 • (407) 880-0655 FAX, Email: tlcorl@aol.com

Web Site: **WWW.TLCCONVENTIONPLANTS.COM**

NOTE: ***If order was faxed with a credit card, you need not send original.***

ASCO 50 ANNUAL MEETING SCIENCE & SOCIETY — OFFICIAL CONTRACTOR

SHOW NAME 2014 ASCO Annual Meeting
DATE May 31 – June 2, 2014
LOCATION McCormick Place, Chicago

WE WOULD LIKE TO ORDER THE FOLLOWING ITEMS FOR OUR EXHIBIT:

FLORAL ORDER FORM

QUANTITY	ITEM / DESCRIPTION	UNIT PRICE	TOTAL PRICE
	HAVE A TLC DESIGNER CALL OUR BOOTH AT SHOW SITE **DATE:**_____ **TIME:**_____		
_____	Small Flower Arrangements	$65.00	_____
_____	Medium Flower arrangements	$85.00	_____
_____	Custom designed arrangements Starting at $100.00-$300.00		_____
	Size_____Height_____Color_____		
_____	6" Table Top (circle one: (SPATH, CROTON)	$20.00	_____
_____	Azaleas (preferred color: (if available_____))	$33.00	_____
_____	Mums (circle one: white yellow bronze lavender	$28.00	_____
_____	Large Fern	$40.00	_____
_____	Ivies	$40.00	_____
_____	Bromeliads	$40.00	_____
_____	2 foot green plants	$40.00	_____
_____	3 foot green plants	$44.00	_____
_____	4 foot green plants	$55.00	_____
_____	5 foot green plants	$66.00	_____
_____	6 foot green plants	$77.00	_____
_____	7 and 8 foot green plants	$100.00	_____
_____	8 foot & up…priced upon request	_____	_____

Containers – (Black), (White), (Wicker)
Brass and other containers available
Please call for pricing

DELIVERY FEE $10.00
SUB TOTAL _____
6.5% SALES TAX _____
TOTAL _____

If tax exempt, you must include a copy of your tax-exempt form.

Rental price includes: container, top dressing, maintenance, installation and pick up. ALL ORDERS MUST BE PAID-IN-FULL PRIOR TO SHOW OPENING. We accept cash, company check, DINERS CLUB, VISA, MASTER CARD, AMERICAN EXPRESS. *Adjustments cannot be made after the close of the show.* A 100% cancellation fee will be charged on all orders canceled.

Exhibitor Name: _____ **BOOTH NO#** _____

Firm Billing Name: _____

Firm Billing Address: City:_____ State_____ Zip_____

Credit Card Address: City:_____ State_____ Zip_____

Contact Name: _____ PO#_____ Phone: _____

Email Address: _____ Fax: _____

Credit Card: **American Express / Visa / MasterCard** **CID** **Exp date**

Name on Credit Card: _____

Authorized Signature; _____

International Shipping with Adcom Worldwide-DCA

As an international freight forwarder and customs broker, **ADCOM WORLDWIDE - DCA Tradeshow Logistics** has been appointed by **ASCO** to handle all international freight. Our services include the shipping of international exhibits to the show, customs clearance, delivering the goods to the show decorator and re-exporting the cargo at the conclusion of the show. Our services can meet all of your international transportation needs. **The below customs clearance rates are for exhibitors who use ADCOM WORLDWIDE - DCA for "door to door service." Please contact us for transportation costs.**

Types of U.S Customs Entries

Adcom Worldwide can clear your shipment in one of three ways:

1. **Permanent Importation**: Entry is done as permanent importation for all goods that will remain in the U.S. This includes all giveaway items such as samples and brochures. Goods are subject to duty and tax as applicable. Goods may be sold, given away, returned to origin country or another US destination.
2. **Temporary Importation (T.I.B.)**: Allows goods to be imported temporarily into the U.S. Any Goods imported on a temporary basis are under Customs bond and must be re-exported within one (1) year of import. No Customs duties and taxes are applicable as long as all goods on the T.I.B. are re-exported. Adcom Worldwide must handle round trip shipping for Temporary Imports to ensure the bond is canceled after export. Any items that are not exported by the end of the 1 year period are subject to Customs Penalties.
3. **ATA Carnet:** Goods are imported and customs cleared by having the ATA Carnet stamped by US Customs. The ATA Carnet is stamped again upon re-export. No Customs duties and taxes are applicable.

Importer of Record: If you are a non-US based company and do not have a U.S. Federal tax ID number, you will need a Foreign Importer Assign Number. Adcom Worldwide will apply for and obtain this number on your behalf as part of our service to make the customs process as smooth and easy for you as possible.

What documents* will I need?

In order to clear the goods, we will need the following documents*:

1. **Commercial Invoice** in English giving full description and value for each item contained in the shipment. The invoice should be issued to your company c/o the exhibition. Complete separate invoices for temporary and permanent goods. *Commercial invoices **must be signed** and include a total value.*
2. **Packing List** giving weight and dimensions of each package. This information may be included on your commercial invoice. *Goods that are on skids should include piece count on each skid.*
3. **POA**: Signed Adcom Worldwide Power of Attorney to give us authority to make customs entry and file any AES export declarations as needed.
4. Additional documents may be necessary depending on the commodities being shipped. Please contact Adcom Worldwide for more details.
5. It is important we receive your documents 2 days prior to shipping to ensure no delays. You may fax documents to + 1 (703) 684-3925 or email dca-intl@adcomworldwide.com.
6. Express Ocean Bill of Lading or original Air Waybills. These documents will be provided by Adcom Worldwide when 'door to door' services are used.

What else will ADCOM WORLDWIDE - DCA do?

1. Daily email status updates upon request will be provided to keep you informed of where in the shipping process your goods are until delivered to the Advanced Warehouse or Show Site.
2. We will confirm your shipment has arrived at your booth by giving you the name and time the decorator signed for it.
3. All shipping instructions will be reconfirmed and we will be there at the show's conclusion to assist with your return shipment. We will handle all of the details. NOTE – Exhibitors must complete and turn in the Freeman Material Handling form.
4. Homeland Security 10+2 / ISF filings. Adcom Worldwide is able to file this form on your behalf for all Ocean freight shipments.

What are ADCOM WORLDWIDE - DCA Payment terms?

Our terms and conditions require that all transportation services be paid to ADCOM WORLDWIDE Inc. before the show opens. We accept payment by credit card, Visa, MasterCard or American Express are all accepted. We also accept payment by wire transfer or swift; arrangements should be made by contacting ADCOM WORLDWIDE - DCA in advance of the shipment.

How do I consign my shipment?

Adcom Worldwide's local partner, in your country, will prepare the shipping documents if you are using our 'door to door' service. 'Door to door' service is what we specialize in and makes your shipping process easier - as we will handle all the details for you. In case you use Adcom Worldwide for 'customs clearance and delivery services only' your goods should be shipped on a Prepaid basis (Ocean shipments on Prepaid and Express Document Release basis) and Consigned and Marked as follows:

For the HAWB/AWB Direct/Ocean BOL and the Commercial Invoice:

Consignee:
"Your Company Name"
c/o ASCO 2014
McCormick Place – South Bldg
2301 S Lake Shore Dr
Chicago, IL 60616 USA

Notify Party:
ADCOM WORLDWIDE - DCA
5655-D General Washington Drive
Alexandria, VA 22312 USA
Telephone: +1 (703) 684-1900
Fax: +1 (703) 684-3925

NOTE: The *Handling Information* on the **HAWB** must have the following statement:
Adcom Worldwide as Nominal Consignee

For MAWB Consignee on Consolidated Air shipment only:

Consignee:
ADCOM WORLDWIDE – DCA
5655-D General Washington Drive
Alexandria, VA 22312 USA
Telephone: +1 (703) 684-1900
Fax: +1 (703) 684-3925
Email: dca-intl@adcomworldwide.com

All crates, cartons, cases, pallets, etc. must be marked as follows:

"Your Company Name"
c/o ASCO 2014
Booth no._____
McCormick Place – South Bldg
2301 S Lake Shore Dr
Chicago, IL 60616 USA
Manufactured In (fill in country of manufacture)
Piece number 1 of _____ (Example 1 of 3, 2 of 3, 3 of 3)

When does my freight need to arrive?

For Delivery to Show Site dock:

- Deadline for arrival of Ocean freight at Chicago CFS terminal: 13 May 2014 (any other Port of Arrival, contact Adcom Worldwide)
- Deadline for arrival of Air Freight to ORD Airport: 19 May 2014

For Delivery to Freeman Advance Receiving Warehouse:

- Deadline for arrival of Ocean freight at Chicago CFS terminal: 6 May 2014 (any other Port of Arrival, contact Adcom Worldwide)
- Deadline for arrival of Air Freight to ORD Airport: 12 May 2014

What are ADCOM WORLDWIDE - DCA's U.S. Customs charges**?

These rates are for services in the U.S. only. All international freight from your country will be quoted on an individual basis. For a customized quote, please complete our online quote form at: www.adcomworldwide.com and select '**Tradeshows**' or email us at Exhibitors@adcomworldwide.com

Temporary/Permanent Entry/ ATA Carnet	$175.00
Additional Invoices over 5	$10.00/each
Additional Classifications over 5	$5.00/each
ISF Filing Fee	$45 / Entry
ISF Bond Fee	$75 / Entry
Single Entry Bond /Temp Bond Fee	$55 Min or $4.00/$1000 Bond Amount
Customs exam	As per outlay
Customs Messenger	$30 /each
Duty/Taxes	As per outlay
Cancellation of Temporary Bond	$75
Export Documentation – AES Declaration	No Additional Charge

** **The above rates do not include any US Customs Duties/Taxes, ocean destination charges, storage charges, terminal charges, local transportation , overtime, Saturday/Sunday surcharges or special messengers.**

All shipments are governed by the terms and conditions of ADCOM WORLDWIDE Inc.

Please contact ADCOM WORLDWIDE - DCA with any questions.
Email: Exhibitors@adcomworldwide.com Phone: +1 (703) 684-1900 Fax: +1 (703) 684-3925

MED MEETING IMAGES

ASCO Annual '14 Meeting

ASCO 50 ANNUAL MEETING SCIENCE & SOCIETY OFFICIAL CONTRACTOR

Online Form: EXHIBIT: PHOTOGRAPHY & VIDEO

www.medmeetingimages.com/ASCO2014

Exhibitor's Name: _____ Exhibit # _____

Onsite Contact: _____ Onsite Cell #_____

Photography Services	Price	Quantity	Total
Package 1: Single view point of booth Digital image on 1 CD-ROM & 1 8x12 print	$150		
Package 2: 3 views points of booth Digital mages on 2 CD-ROM's & 2 8x12 prints of ea view	$350		
Package 3: 6 view points of booth Digital images on 3 CD-ROM's & 2 8x12 prints of ea view	$600		
Package 4: 10 view points of booth Digital images on 3 CD-ROM's & 3 8x12 prints of ea view	$1000		
Additional 8x12 prints	$ 20		
Additional CD-ROM's	$ 10		
NEW Virtual Views - 360° views & tours			
Package 1: 1 View point - 360° web files for online use & demo	$225		
Package 2: 2 View points - 360° web files for online use & demo & Custom Logo	$350		
Package 3: 4+ View points - 360° web files for online use/demo Custom Logo & Virtual Tour	$450		
Video Services: High Definition 1080p Digital video			
Package 1: Basic Documentation - HiDef 1080p 3 view points - 1 minute digital video file (mpv, wmv)	$350		
Package 2: 5 views points – 2 minute HiDef 1080p video file, your logo and custom credits. Format of your choice	$600* *or ask for quote for more options		

Contact Info	
Company:	Phone
Contact:	Fax
Address:	
City, State:	Zip Code:
E-mail:	PO or Job#

Billing Info:	
Card Type: (VISA/MC/AMEX)	Exp Date:
Name on Card:	Billing Zip code:
Card #:	CSV(3 or 4 digits):

Scheduling will be done onsite by photographer @ ASCO **Cell: +1.612.226.5154**

Contact before and onsite: Todd Buchanan +1.612.226.5154

FAX: 612.395.9252 or E-Mail: todd@medmeetingimages.com

MedMeetingImages.com 232 Benton Ave Wayzata, MN 55391

ASCO 50 ANNUAL MEETING SCIENCE & SOCIETY
OFFICIAL CONTRACTOR

ADCOM WORLDWIDE®
A RADIANT LOGISTICS COMPANY DCA

ADCOM Worldwide – DCA serving over 15 years as an official freight carrier of ASCO

At ADCOM, we set ourselves apart by:

- **working smarter**
- **moving faster**
- **responding to your needs beyond expectations**

Find out why ASCO and so many ASCO exhibitors put their trust in us!

ADCOM Worldwide takes pride in having offered the finest specialized services available in the transportation industry for over twenty-five years. Our driving philosophy remains as it was in the beginning – to meet our customers' needs and surpass their expectations... Without Fail!

By developing a complete understanding of your business and corporate culture, your own customer needs and your systems and information requirements, ADCOM Worldwide becomes an extension of your business and capabilities.

- **24/7 customer service – *without fail!***
- **Economy to white glove service to meet any budget**
- **Customized quotes – no hidden fees**
- **Onsite support**

Click below to:

REQUEST A QUOTE

SCHEDULE A SHIPMENT

EMAIL ADCOM

Or simply call + 1-703-684-1900 to discuss the most cost effective and efficient transit options to meet your shipping needs.

www.adcomworldwide.com

Worldwide Transportation
Personal Attention
We Deliver For You!

Without Fail... ADCOM WORLDWIDE

SmartWay Transport Partner
Getting There With Cleaner Air

ASCO 50th ANNUAL MEETING SCIENCE & SOCIETY
OFFICIAL CONTRACTOR

May 30-June 3, 2014
McCormick Place • Chicago, Illinois

CORPORATE TRANSPORTATION SERVICES

KUSHNER & ASSOCIATES is the official shuttle provider for ASCO and we offer our services to ASCO Exhibitors at discounted rates. Questions regarding ground transportation planning, boarding areas, availability of equipment, etc. can be directed to KUSHNER & ASSOCIATES.

KUSHNER & ASSOCIATES
Meeting and Convention Transportation

CONTACT:
Leanne Anell
Senior Director, Client Services & Logistics
l.anell@kushnershuttles.com
phone (310) 274-8819 • fax (310) 273-9535

SERVICES NEEDED

Please check the services below and fax this form to our office. One of our skilled representatives will contact you to learn more about your needs and provide you with a customized quote.

_____ **VIP Transportation**
Are you in charge of making arrangements for your VIPs? We provide limousines and sedans for airport transfers, ground transfers and as stand-by vehicles.

_____ **Off-Site Event Transfers**
Whether you're moving twenty people or two thousand people, we can coordinate your transportation needs. Our professional, uniformed staff will manage on-site to ensure a smooth move, keeping you free to mingle with guests or manage the event. We have deluxe motorcoaches, vans and minicoaches.

_____ **Private Shuttle Transportation**
Does your group require a private shuttle system to the convention center? Call us and we will organize it based on your needs, preferences and budget.

CONTRACT INFORMATION

Name/Title: _____

Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____

ASCO 50th ANNUAL MEETING SCIENCE & SOCIETY
OFFICIAL CONTRACTOR

May 30-June 3, 2014
McCormick Place • Chicago, Illinois

* * ATTENTION * *

REQUEST FOR BOARDING SPACE AT MCCORMICK PLACE

Have you already arranged transportation and are planning to pick up or drop off at McCormick Place? If so, please complete this form and email or fax to our office at (310) 273-9535 or contact us at (310) 274-8819 to be assigned a time slot, boarding location and vehicle pass. Your vehicle will not be allowed to board at McCormick Place without this credential. There is no charge for this pass; however, all reservations for boarding space are on a first-come, first-served basis. To ensure availability of boarding space, please contact us by **May 5, 2014**.

KUSHNER & ASSOCIATES
Meeting and Convention Transportation

CONTACT:
Leanne Anell
Senior Director, Client Services & Logistics
l.anell@kushnershuttles.com
phone (310) 274-8819 • fax (310) 273-9535

TRANSPORTATION NOTIFICATION FORM

Please complete one request per event.

Group Name: _____ Group Contact: _____

Phone: _____ Fax: _____

Cell: _____ Email: _____

Transportation Co. contact: _____

Phone: _____ Fax: _____

Email: _____

Date of pick up: _____ # of coaches _____

Departure time(s): _____ Frequency: _____

Destination: _____

Will vehicles be returning to McCormick Place after event? If so, what time? _____

ASCO 50th Annual Meeting — Science & Society — OFFICIAL CONTRACTOR

2014 ASCO Annual Meeting
LEAD RETRIEVAL ORDER FORM

j spargo & associates — www.jspargo.com

McCormick Place | Chicago, IL | Exhibit Dates: May 31 – June 2, 2014 | Meeting Dates: May 30 – June 3, 2014

Contact Information (Please Print or Type Clearly)

Booth Number: _____ Contact: _____

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____ Country: _____

Tel: _____ Fax: _____ Email: _____

Onsite Contact: _____ Mobile Phone: _____

Order by Mail or Fax

J. Spargo & Associates, Inc.
11208 Waples Mill Rd., Suite 112, Fairfax, VA 22030
Phone: 703-995-1800

Order Online

https://www.directlead.com/order/asco14

Lead Retrieval Options:	Advance By: 5/5/14	Standard After: 5/5/14	Quantity	Total
DirectLead™ Handheld Touch [HHT]*	$375	$425	_____	$_____
Battery Operated-Leads provided on a USB Stick in an Excel spreadsheet when unit returned at close of event				
DirectLead™ App. for Smartphone or Tablet [DLA]	$320	$370	_____	$_____
One activation per device; exhibitors use their own hardware. App needs to be installed from a data connection. Instructions for App download will be provided 7 business days prior to event. 5 or more apps. call for a quote				
Optional Accessories:				
Wireless Thermal Printer [WTP]*	$100	$150	_____	$_____
Custom Lead Qualifiers [CC]* (complete page 2)	$95	$125	_____	$_____
***For use with DirectLead™ Handheld Touch only**			**Total:**	**$**_____

Payment Method:

- ❑ Check made payable to: J. Spargo & Associates, Inc.
- ❑ Credit Cards: Order online https://www.directlead.com/order/asco14

Cancellation of order is subject to a $50.00 administrative fee.
No refunds after May 16, 2014.
You will be charged up to $2,500.00 per unit damaged or not returned.
Units must be picked up at the Lead Retrieval Counter.
No credit issued for unit(s) not picked up.
Please allow 1-3 business days to receive confirmation of your order.

All equipment is the sole responsibility of the exhibitor during the rental period. The rental period ends 1 hour past the close of the posted exhibit hall hours. Equipment damaged or not returned is subject to an additional charge up to $2,500.00 per unit. This charge may be imposed, without further notice, to the credit card on file. Your signature authorizes your credit card to be charged for the total payment due. JS&A reserves the right to charge the correct amount if different from the total listed above. Your order must be submitted on or prior to the discount deadline to receive the discounted rate.

❑ **Please check the box and sign below that you have read and understood the terms of this agreement**

Signature _____

ASCO 50th Annual Meeting — Science & Society — OFFICIAL CONTRACTOR

2014 ASCO Annual Meeting
CUSTOMIZED LEAD QUALIFIERS ORDER

jspargo & associates — www.jspargo.com

McCormick Place | Chicago, IL | Exhibit Dates: May 31 – June 2, 2014 | Meeting Dates: May 30 – June 3, 2014

Company Name: _____

Contact Name: _____ Booth #: _____

Please type or clearly print your Custom Lead Qualifiers below. Qualifiers are limited to 18 characters per line.

Sample Lead Qualifiers

- Send Brochure
- Add to Mailing List
- Have Sales Rep Call
- Have Tech Rep Call
- Immediate Interest
- Need Demonstration
- Send Price List
- Send Proposal
- Purchasing Authority
- Current Customer
- Distributor
- Reseller
- End User
- Government
- Corporate / Civilian
- < 5K Budget
- 5 - 10K Budget
- 10 - 25K Budget
- 25 - 50K Budget
- > 50K Budget

Custom Lead Qualifiers

By 5/5/14 . . . . . $95

After 5/5/14 . . . . . $125

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20. _____

J. Spargo & Associates, Inc.
11208 Waples Mill Road, Suite 112, Fairfax, VA 22030
Phone: 703-995-1800
Email: directlead@jspargo.com
ORDER ONLINE: https://www.directlead.com/order/asco14

SAVOR...

WELCOME TO SAVOR…Chicago at McCormick Place

EXHIBITOR MENU

ASCO 50 ANNUAL MEETING SCIENCE & SOCIETY
OFFICIAL CONTRACTOR

Please submit all catering orders by:
Monday, May 12, 2014 @ 12:00pm

Catering Representatives:

Booths 2,000 – 12,999
Sohana Cantwell @ 312-791-7265
scantwell@mccormickplace.com

Booths 13,000 +
Denise Kamm @ 312-791-7261
dkamm@mccormickplace.com

Our menus represent the wonderful cuisine that Chicago has to offer. We work with local produce growers and local farmers to bring you the finest ingredients available.

ENJOY AND SAVOR…Chicago!

Menu and pricing are specific to exhibit floor catering.
Services are drop off only. Staffing and upgrades are available. Consult your catering team for details.

SAVOR…Chicago is the exclusive food and beverage provider for McCormick Place Convention Center. Food items may not be taken off the premises; however, excess prepared food is donated under regulated conditions to agencies feeding the underprivileged.

Pricing - Prices quoted do not include 21.50% service charge or sales tax unless otherwise noted. Prices are subject to change without notice; guaranteed prices will be confirmed when contracted.

Contracts - A signed copy of the contract outlining all catering services will be provided. The signed contracts state terms, addendum and specific function sheets constitute the entire agreement between the client and SAVOR. Secondary agents, acting on behalf of the primary client receiving services, may sign the contract in their behalf only with full payment in advance. Any changes, revisions, additions or deletions to the banquet contract and banquet event orders shall be in writing and signed by both parties.

Cancellations - in the event of Cancellation, a deposit will be fully refunded only if made 21 days prior to the event. Cancellations made less than 21 days (under $2,000.00) or 30 days ($2,000.00 and over) prior to the event are subject to 25% retention of the deposit as a cancellation fee. Please note, for specialty menus or items, a longer window of cancellation may be necessary, this is determined on an event by event basis and client is responsible for all charges associated with the items if we have already received the product or are unable to cancel the order.

Payment/Deposit - An initial deposit in the amount noted on the Catering Contract is payable, along with a signed contract, at the specified date on the contract letter to guarantee catering services. Full payment of the balance due, based on the guarantee, is payable 30 days prior to the event. Payment can be made in cash or certified check. A 2.5% fee will be added to all credit card payments over $1,000.00.
A major credit card is required to guarantee payment of any replenishment or new orders requested during a show/function. These charges will be billed to the credit card unless payment is received at the end of the show/function.

- **Exhibit Floor Catering is a drop off service only and is not responsible for trash removal.**
- **Orders are served on disposableware. China service is available for an additional cost.**
- **Increases and/or new orders made within 3 business days of the Event will be subject to a 20% additional fee based on the menu price (F&B). On site POP UP orders have a 2 hour delivery window.**
- **SAVOR…Chicago is NOT responsible for supplying tables on the show floor for catering services and/or bar set-up. The client needs to provide a table whether it is existing counter space in their booth or rented from the show decorator. For electric needs contact your show decorator as well.**
- **Staffing and upgrades are available. Consult your catering team for details.**
- **The distribution of alcoholic beverages in the Oncology Professional Hall is not permitted per ASCO's "Policies for Exhibitors and Other Organizations at ASCO Meetings."**

SAVOR...

BREAKFAST

Increases and/or new orders made within 3 business days of the Event will be subject to a 20% additional fee based on the menu price (F&B). All selections are served with disposable plates, service items and condiments.

Minimum order of $50.00 food and beverage is required for all booth deliveries

Breakfast Burrito
Scrambled Eggs, Chorizo Sausage, Peppers, Spinach and Jack Cheese
$78.00 for 12

Bacon, Egg and Cheese Biscuit
Bakery Fresh Biscuit with Scrambled Eggs, Cheese and Bacon
$76.25 for 12

Croissant Sandwich
Freshly Scrambled Eggs, Country Ham and Cheddar Cheese
$82.50 for 12

English Muffin Sandwich
Freshly Scrambled Eggs with Cheddar Cheese and your choice of either Sausage, Bacon or Ham
$76.25 for 12 of one kind

Breakfast Wrap
Whole Wheat Tortilla filled with Freshly Scrambled Eggs, Spinach, Broccoli, Green Onion and Jack Cheese
$76.25 for 12

Breakfast Quesadillas
Freshly Scrambled Eggs, Grilled Vegetables, Chihuahua Cheese and Salsa Fresca
$76.25 for 12

Seasonal Fruit Parfait
Fresh Seasonal Fruit layered with Granola and Low-Fat Yogurt
$70.00 for 12

SAVOR...

MORNING SNACKS

Gluten Free (GF) options available

Assorted Sweet Breakfast Breads
$35.00 per dozen

Muffin Tops
$32.00 per dozen

Bagels and Cream Cheese
$35.00 per dozen

Assorted Danish
$35.00 per dozen

Assorted Donuts
$30.00 per dozen

Pecan Sticky Rolls
$40.00 per dozen

Assorted Muffins
$35.00 per dozen

Assorted Yogurts (GF)
$44.00 per dozen

BEVERAGES

Includes cups, napkins and appropriate condiments

Starbucks Regular, Decaffeinated or Tazo Hot Teas
$47.00 per gallon – minimum 3 gallons of one kind

Coffee, Decaffeinated Coffee or Hot Tea
$40.25 per gallon – minimum 3 gallons of one kind

Iced Tea or Lemonade
$40.25 per gallon – minimum 3 gallons of one kind

Aquafina Bottled Waters (20oz)
$65.00 per case of 24

Aquafina Bottled Waters (12oz)
$55.75 per case of 24

Sparkling Bottled Water (11oz)
$87.50 per case of 24

Pepsi Soft Drinks (12oz)
$52.00 per case of 24

Assorted Bottled Juice (10oz)
Orange, Apple, Cranberry or Grapefruit
$66.00 per case of 24

Energy Drink (16oz)
$70.00 per case of 12

Gatorade (20oz)
$95.50 per case of 24

Bottled Iced Tea (16oz)
$89.00 per case of 24

Starbucks Frappuccino (8.5oz)
$77.40 per case of 12

Menu and pricing are specific to show floor catering.
Services are drop-off only. Staffing and upgrades are available. Consult your catering team for details.

BEVERAGES OPTIONS

MORNING COFFEE PACKAGE

This package comes with three gallons of regular coffee, two gallons of decaffeinated coffee and one gallon of herbal tea. It is delivered in disposable to-go coffee containers with disposable cups.
$225.00 per package

WATER COOLER SERVICE STATION

50 Degree Water Cooler
$100.00/first day $35.00 each additional day

Hot & Cold Water Cooler
$125.00/first day $35.00 each additional day

5 Gallon Water Jug
Includes 100 flat-bottom cold cups
$35.00 per bottle

Client is responsible for supplying:
110 v / 15 amp circuit of power at the location
Advance order is required—subject to availability

SAVOR...

ANYTIME SNACKS

Gluten Free (GF) options available

Assorted Energy Bars
$41.00 per dozen

Assorted Freshly Baked Cookies
$27.75 per dozen

Rice Krispy Treats
$35.00 per dozen

Fudge Brownies
$35.00 per dozen

Lemon Bars
$36.75 per dozen

Potato Chips and French Onion Dip
$21.00 serves 8-10

Premium Mixed Nuts (GF)
$25.75 per pound

Whole Fresh Fruit (GF)
$28.00 per dozen

Pita Chips and Hummus
$27.50 serves 8-10

Assorted Miniature Hershey Chocolates (GF)
$23.00 per pound

Individual Bags of Pretzels
$40.00 per dozen

Individual Bags of Assorted Chips
$42.00 per dozen

Assorted Hard Candies (GF)
$14.50 per pound

Quaker Oats Granola Bars
$19.00 per box of 8

Honey Roasted Peanuts (GF)
$19.50 per pound

Tortilla Chips and Salsa
$22.50 serves 8-10

Assorted Biscotti
$30.00 per dozen

Menu and pricing are specific to show floor catering.
Services are drop-off only. Staffing and upgrades are available. Consult your catering team for details.

SAVOR...

PLATTERS

The crackers served with the platters are not Gluten Free (GF)
Gluten Free (GF) *options available*
Platters serve approximately 12 people

Deluxe Imported and Domestic Cheese Platter (GF)
Chef's Selection of Imported and Domestic Cheese garnished with Seasonal Fresh Fruit, Almonds, Dried Apricots, Sliced Sourdough Baguette and Assorted Crackers
$87.00 per platter

Sliced Seasonal Fruit Platter (GF)
A Selection of Seasonal Fresh Fruit and Berries
$80.00 per platter

Deluxe Crudités and Dip Platter (GF)
Chef's Selection of Seasonal Fresh Vegetables served with White Bean Garlic Dip and Traditional Ranch Dressing
$65.00 per platter

European Charcuterie Board (GF)
Thinly Sliced Cured and Smoked Meats, Imported Cheese, Pate, Cornichons served with Sliced French Baguette
$95.00 per platter

Smoked Salmon Platter (GF)
Hardboiled Eggs, Diced Red Onion, Chopped Tomatoes, Capers, Cream Cheese served with Costini's
$100.00 per platter

Antipasto Platter (GF)
Dry Italian Salami, Provolone Cheese, Roasted Peppers, Marinated Bocconcini, Grilled Eggplant, Mushrooms, Squash, Assorted Olives, Giardiniera, Cherry Peppers and Marinated Artichoke Hearts
$102.00 per platter

SAVOR...

LUNCH PLATTER CHOICES

All sandwiches served with individual bags of potato chips and appropriate condiments
Platters serve approximately 6 people

Chef's Delicatessen Platter
Make-your-own Deli Sandwiches with Roast Beef, Turkey Breast, Ham, Swiss and Cheddar Cheeses
Lettuce, Tomato and Fresh Breads
$95.00 per platter

Sandwich Combo Platter
Option 1: Mesquite Turkey, Roast Beef and Mushroom Sandwich Combination
$79.00 per platter

Option 2: Ham and Cheese, Chicken Breast and Vegetarian Waldorf
$79.00 per platter

Tuna Sandwich Platter
Our Special Recipe Tuna Salad, Lettuce, Tomatoes and
Red Onion with Salt and Pepper on Brioche Bun
$79.00 per platter

Mini Wrap Platter
Pre-made Mini Deli Wraps with a variety of Turkey,
Ham and Roast Beef
$79.00 per platter

Mesquite Turkey with Smoked Bacon Sandwich Platter
Mesquite Turkey, Smoked Bacon, Sharp Cheddar and
Basil Aioli on Whole Wheat Ciabatta
$79.00 per platter

Ham & Cheese Sandwich Platter
Thinly Sliced Honey Baked Ham, Swiss Cheese,
Honey Mustard, Lettuce and Tomato on a Pretzel Roll
$79.00 per platter

Gluten Free (GF) bread also available for all sandwiches.
Must be ordered in advance.

Menu and pricing are specific to show floor catering.
Services are drop-off only. Staffing and upgrades are available. Consult your catering team for details.

SAVOR...

LUNCH PLATTER CHOICES

All sandwiches served with individual bags of potato chips and appropriate condiments
All salads are served with individual bags of pita chips and appropriate condiments
Platters serve approximately 6 people

Roast Beef Sandwich Platter
Slow Roasted Beef, Crumbled Blue Cheese and Balsamic Onion Jam on a Brioche Bun
$79.00 per platter

Italian Club Platter
Italian Salami, Capicolla, Arugula, Tomato Pesto, Provolone, Tomato and Lettuce on Herb Focaccia
$79.00 per platter

Grilled Chicken Breast Sandwich Platter
Grilled Chicken Breast, Sun Dried Tomato Aioli, Jack Cheese, Roasted Onions, Lettuce and Tomato on Focaccia
$79.00 per platter

Balsamic King Mushroom Sandwich Platter
Grilled King Mushrooms, Zucchini, Yellow Squash, Carrots, Roasted Peppers and Spinach Spread on Whole Grain Bread
$79.00 per platter

Greek Vegetable Salad Platter
Mixed Greens, Hummus, Cucumbers, Roasted Peppers, Feta Cheese, Oregano, Red Onion and Greek Dressing served with Pita Bread
$65.00 per platter

Classic Caesar Salad Platter
Hearts of Romaine, Garlic Croutons and Caesar Dressing, served with Dinner Rolls and Butter
$60.00 per platter

Optional:

Herb Roasted Chicken Breast	add $24.00 to existing platter price
Garlic Seared Steak	add $30.00 to existing platter price

Gluten Free (GF) bread also available for all sandwiches.
Must be ordered in advance.

Menu and pricing are specific to show floor catering.
Services are drop-off only. Staffing and upgrades are available. Consult your catering team for details.

SAVOR...

HOT STUFF

4 or more boxes will be served unwrapped in a chafing dish
Served in boxes of 6 unless otherwise noted

Fiesta Chicken Quesadillas
Cheese and Fiesta Seasoned Chicken Quesadillas with Salsa
$48.00 per box of 6

Famous Vienna Foot Long Hot Dog
All Beef Hot Dog on a Steamed Bun individually wrapped with appropriate condiments
$42.00 per box of 6

Famous Kielbasa Sausage
Smoked Kielbasa with Grilled Onions and Peppers on a Soft Roll individually wrapped with appropriate condiments
$39.00 per box of 6

Chicago Deep Dish Style Pizza
Cheese, Sausage, Pepperoni or Vegetable
(12 slices per pizza)
$48.00 per pizza

SIDE SALAD CHOICES

Gluten Free (GF) options available
Salads serve approximately 6 people

Pasta Salad
Sun Dried Tomatoes, Kalamata Olives and Basil
$22.50 per platter

Red Bliss Potato Salad
Celery, Parsley and Whole Grain Mustard
$22.50 per platter

Seasonal Fresh Fruit Salad (GF)
with Fresh Mint
$25.50 per platter

Black Bean Salad (GF)
Cilantro, Corn, Peppers and Chipotle
$22.50 per platter

Mixed Greens Salad (GF)
Cucumber, Tomatoes and Herb Vinaigrette
$20.75 per platter

Menu and pricing are specific to show floor catering.
Services are drop-off only. Staffing and upgrades are available. Consult your catering team for details.

SAVOR...

BOXED LUNCH SANDWICH OPTIONS

All sandwiches come with an apple, a bag of chips and a cookie
Gluten Free (GF) options available
Maximum of 2 selections per orders of 6 boxed lunches or less
Maximum of 3 selections per order for orders over 6 boxed lunches

Mesquite Turkey with Smoked Bacon Sandwich
Mesquite Turkey, Smoked Bacon, Sharp Cheddar, Basil Aioli, Lettuce and Tomato on Whole Wheat Ciabatta
$22.50 per box

Ham and Cheese Sandwich
Thinly Sliced Honey Baked Ham, Swiss Cheese, Honey Mustard, Lettuce and Tomato on a Pretzel Roll
$22.50 per box

Roast Beef Sandwich
Slow Roasted Beef, Crumbled Blue Cheese, Balsamic Onion Jam, Lettuce and Tomato on a Brioche Bun
$22.50 per box

Italian Club
Italian Salami, Capicolla, Arugula, Tomato Pesto, Provolone Cheese, Tomato and Lettuce on Herb Focaccia
$22.50 per box

Grilled Chicken Breast Sandwich
Herb Marinated Chicken Breast, Sun Dried Tomato Aioli, Monterey Jack Cheese, Roasted Onions, Lettuce and Tomato on Focaccia
$22.50 per box

Vegetarian Waldorf Salad Sandwich
Crunchy Waldorf Salad, Tofu, Grapes, Celery Root and Walnuts on Whole Grain Bread
$22.50 per box

Balsamic King Mushroom Sandwich
Grilled King Mushrooms, Zucchini, Yellow Squash, Carrots, Roasted Red Peppers and Roasted Spinach Spread on Whole Grain Bread
$22.50 per box

Gluten Free Sandwich (GF)
Gluten Free bread is also available for all Sandwiches. Must be ordered in advance.
$22.50 per box

Low Carb
Low fat Turkey, Swiss Cheese, Honey Mustard, Lettuce and Tomato in a No Carb Wrap
$22.50 per box

Menu and pricing are specific to show floor catering.
Services are drop-off only. Staffing and upgrades are available. Consult your catering team for details.

SAVOR...

BOXED LUNCH SALAD OPTIONS

All salads come with an apple, a bag of pita chips and a cookie
Gluten Free (GF) options available
Maximum of 2 selections per orders of 6 boxed lunches or less
Maximum of 3 selections per order for orders over 6 boxed lunches

Florentine Chicken and Roasted Shiitake Mushroom Salad (GF)
Baby Spinach, Chicken Breast, Roasted Shiitake Mushrooms, Sweet Red Peppers, Shaved Bermuda Onion and Monterey Jack Cheese served with Palm Sugar Raspberry Vinaigrette
$25.50

Greek Vegetable Salad (GF)
Mixed Greens, Hummus, Cucumbers, Tri-Colored Peppers, Feta Cheese, Oregano and Red Onion served with Aged Red Wine Vinaigrette
$22.50

Greek Chicken Vegetable Salad (GF)
Mixed Greens, Grilled Chicken, Hummus, Cucumbers, Tri-Colored Peppers, Feta Cheese, Oregano and Red Onion served with Aged Red Wine Vinaigrette
$25.50

Italian Chopped Salad
Mixed Greens, Orecchiette, Grilled Beef, Tomatoes, Onion and Blue Cheese served with Red Wine Vinaigrette
$22.50

Caesar Salad (GF)
Hearts of Romaine and Garlic Croutons served with Classic Caesar Dressing
$22.50

Chicken Caesar Salad (GF)
Hearts of Romaine, Grilled Chicken and Garlic Croutons served with Classic Caesar Dressing
$22.50

Thai Beef Salad
Thai Spiced Marinated Seared Beef with Thai Basil, Bean Sprouts, Carrot, Cucumber, Spinach, Arugula, Mint with Lemon Grass-Ginger Vinaigrette
$25.50

SAVOR...

COLD HORS D'OEUVRES

Gluten Free (GF) options available

Filled Cucumber Cups (GF)
Mini Chickpeas, Roasted Peppers and Mint
$187.50 for 50

Curried Chicken & Currants
served on Sour Dough Bread
$200.00 for 50

Chicken Caesar
with Shaved Parmesan on a Savory Tart
$212.50 for 50

Belgium Endive Spears (GF)
Grilled Shrimp and Fennel Aioli
$212.50 for 50

Assorted Open-Faced Tea Sandwiches
Honey Ham, Grainy Mustard and Golden Pineapple;
French Brie and Toasted Walnut;
Roasted Beef with Stilton and Onion Jam
$275.00 for 50 of one kind

Crostini's
Roasted Lamb, Goat Cheese and Fig Jam;
Smoked Duck Breast and Pistachio
$225.00 for 50 of one kind

Fresh Mini Asian Spring Rolls
Vegetable Jardinière
$185.00 for 50

La Quercia Prosciutto
with Seasonal Fruit and Olive Oil
$200.00 for 50

Goat Cheese Stuffed Black Mission Figs
served on Grilled Country Bread
$185.00 for 50

Grilled Basil Scallop and Tomato Confit
served on a Herb Crouton
$185.00 for 50

Deviled Eggs (GF)
with Micro Tarragon
$187.50 for 50

Petite 6" Fresh Fruit Kabob (GF)
Seasonal Melon, Pineapple and Strawberry
$185.00 for 50

Grilled Shrimp Lollipop (GF)
with Baby Lettuce and Mustard Aioli
$240.00 for 50

Roasted Vegetable Skewer (GF)
with Balsamic Reduction
$200.00 for 50

Menu and pricing are specific to show floor catering.
Services are drop-off only. Staffing and upgrades are available. Consult your catering team for details.

SAVOR...

HOT HORS D'OEUVRES

Mini Quiche
Mozzarella, Tomato and Basil
$175.00 for 50

Fig and Caramelized Puffs
Goat and Cream Cheese in a Puff Pastry
$187.50 for 50

Chicago Mini Hot Dog
Celery Salt and Sport Peppers served on a bun
with all the Condiments
$250.00 for 50

Crispy Spring Rolls
Vegetarian Spring Rolls with Sweet and Sour Sauce
$200.00 for 50

Blue Crab Cakes
with Spicy Rémoulade Sauce
$225.00 for 50

Chicken Kabobs
Garlic, Ginger, Spices and Lime Juice
$212.50 for 50

Pot Stickers
Chinese Vegetarian Dumplings with
Rice Wine Vinegar Dipping Sauce
$200.00 for 50

Puff Pastry
French Brie and Sun Dried Cranberries
$200.00 for 50

Artichoke and Parmesan Fritters
Baby Artichoke Hearts in a Parmesan Crust
$200.00 for 50

Thin Crust Pizza Squares
Classic Pepperoni;
Veggie with Broccoli;
Garlic and Tomatoes
(32 to 34-2" pieces)
$140.00 for 2 pizzas

Big Fork Sausage Flight
Maple and Brown Sugar;
Aged Cheddar and Stone;
Ground Mustard with Bamboo Picks on the Side
$165.00 for 50

Hand-Made Quesadilla
Roasted Corn and Zucchini
$150.00 for 50

Mini Sandwiches
Italian Beef
Served on Petite Rustic Rolls with Mild Pepper
Giardiniera
$212.50 for 50

Pulled Pork
Slow & Low Barbecue Pork with Slaw served
on a Mini Roll
$212.50 for 50

Menu and pricing are specific to show floor catering.
Services are drop-off only. Staffing and upgrades are available. Consult your catering team for details.

SAVOR...

BOOTH TRAFFIC BUILDERS

SAVOR… provided specialty services to help promote traffic at your booth
Exhibitors must order a 4 or 6 foot table, electricity and trash service from the conventions General Service Contractor

CAPPUCCINO/LATTE SERVICE

The finest quality, fresh roasted espresso for your beverages — a custom blend of Colombian, Costa Rican, Java Robust and Brazilian beans produced by an award-winning roaster.

Convention service: $1,650.00 per day

One time set-up fee of $200.00 (not included in price above)
One professionally attired barista
Decorative or non-decorative cappuccino machine
Includes 400 espresso based beverages served in disposable cups (Additional cups may be purchased when placing initial order)
Espresso based beverages including Americano, cappuccino, latte and espresso

Upgraded drinks: Additional $185.00 per day

Vanilla lattes, mochas and hot chocolate

Additional Items:

Cups (order in increments of 100) for $210.00
On-site cups (order in increments of 100) for $310 .00
Additional hours (beyond first 8 hours) $150.00 per hour
Machines are subject to availability.

Optional Items:

Client may choose a decorated or non-decorated machine
Please specify when ordering

Non-Decorated Machine
Dimensions: 21"l x 18"d x 18”h

Client is responsible for supplying:
120 v / 20 amp dedicated circuits of power at the location
Countertop for service, trash removal and clean up

Decorated Machine
Dimensions: 32”l x 20”d x 45”h

Client is responsible for supplying:
120 v / 20 amp dedicated circuits of power at the location
Countertop for service, trash removal and clean up

Menu and pricing are specific to show floor catering.
Services are drop-off only. Staffing and upgrades are available. Consult your catering team for details.

SAVOR...

SMOOTHIE SERVICE

We use only 100% all natural fruit in our smoothies. All flavors can be blended independently or combined together to create a custom flavor. This service features a high-volume ice blending machine.

Convention service for 1-4 hours: $1,185.00 per day
One time set-up fee $200.00 (not included in price above)
One professionally attired barista
Service includes 300 smoothies served in clear disposable cups

Convention service for 4-8 hours: $1,885.00 per day
One time set-up fee $200.00 (not included in price above)
One professionally attired barista
Service includes 600 smoothies served in clear disposable cups

Choose 2 flavors (duration of show dates):
Mango Tropic ~ Strawberry ~ Pineapple Paradise

Additional Items:
Cups (order in increments of 100) for $210.00
On-site cups (order in increments of 100) for $310.00
Additional hours (beyond first 8 hours) $150.00 per hour
Additional flavor $150.00

Machine Dimensions:
14" l x 17"d x 30" h

Client is responsible for supplying:
120 v / 20 amp dedicated circuits of power at the location
Countertop for service, trash removal and clean up

FRESH BAKED COOKIE SERVICE

Who can resist the temptation brought on by the aroma of Fresh Oven-Baked Cookies? Offer your guests a special treat with a choice of the following flavors:
Chocolate Chip ~ Sugar ~ White Chocolate Cherry
Oatmeal Raisin ~ Peanut Butter ~ White Chocolate Macadamia

Convention service for 1-4 hours: $635.00 per day
One time set-up fee $50.00 and one time pick up fee of $50.00
Convection Cookie Oven Rental - Cooking time: 18 minutes (1 1/2 dozen cookies)
One attendant for up to 4 hours to bake and serve the cookies
Service includes 165 cookies (1 case/1 flavor)

Convention service for 4-8 hours: $1,095.00 per day
One time set-up fee $50.00 and one time pick up fee of $50.00
Convection Cookie Oven Rental - Cooking time: 18 minutes (1 1/2 dozen cookies)
One attendant for up to 8 hours to bake and serve the cookies
Service includes 330 cookies (2 cases/2 flavors)

Machine Dimensions
19.25"l x 20"d x 9.75"h

Client is responsible for supplying:
120 v / 20 amp dedicated circuits of power at the location
Countertop for service, trash removal and clean up

Additional Items:
Additional case of cookies - $210.00 per case of 165 cookies. One flavor per case. Cases cannot be divided.
Due to the limited quantity of equipment, rentals are available on a first come, first serve basis.

Menu and pricing are specific to show floor catering.
Services are drop-off only. Staffing and upgrades are available. Consult your catering team for details.

SAVOR...

FRESH POPCORN SERVICE

Convention service for 1-4 hours: $670.00 per day
One time set-up fee $50.00 and one time pick up fee of $50.00
Antique Popcorn Machine Rental
One attendant for up to 4 hours to pop and serve the popcorn
Service includes approximately (100) 4oz bags (1 case)
Each case includes plain, white bags for the popcorn

Convention service for 4-8 hours: $1,095.00 per day
One time set-up fee $50.00 and one time pick up fee of $50.00
Antique Popcorn Machine Rental
One attendant for up to 8 hours to pop and serve the popcorn
Service includes approximately (200) 4oz bags (2 cases)
Each case includes plain, white bags for the popcorn

Additional Items:
Additional case of popcorn - $210.00 per case of (100) 4oz bags
Logo Popcorn Bags: *4 week lead time*- Price based off of artwork

Machine Dimensions:
3' l x 2'd x 6' h
Client is responsible for supplying:
120 v / 12 amp dedicated circuits of power at the location
Countertop for service, trash removal and clean up

HOT SOFT PRETZEL SERVICE

Pretzel Warmer Rental Fee $125.00 per day
One time set-up $50.00 and one time pick-up fee of $50.00

Traditional Pretzels—$165.00 per 50 pretzels
Served with Mustard Packets

Traditional Pretzels with Cheese Dip—$190.00 per 50 pretzels
Served with Individual Containers of Nacho Cheese

Specialty Flavored Pretzels—$215.00 per 50 pretzels
Served with Choice of Apple Cinnamon, Pizza, Jalapeno or Cheese

Client is responsible for supplying:
110 v / 15 amp dedicated circuits of power at the location
Countertop for service, trash removal and clean up

Menu and pricing are specific to show floor catering.
Services are drop-off only. Staffing and upgrades are available. Consult your catering team for details.

SAVOR...

ICE CREAM SERVICE

Ice Cream Cart Rental — $125.00 per day
One time set-up $50.00 and one time pick-up fee $50.00

Good Humor Ice Cream Cart — $175.00 per 50 bars
Variety of:
Classic Vanilla Ice Cream Sandwiches Strawberry Shortcake

Ben & Jerry's Ice Cream Bar — $290.00 per 50 bars
Variety of:
Vanilla Cherry Garcia ® Half Baked ®

Dove Ice Cream Bar — $290.00 per 50 bars
Variety of:
Vanilla Chocolate

Client is responsible for supplying:
115 v / 8 amp dedicated circuits of power at the location
(24 hour electric service required)
Countertop for service, trash removal and clean up

CHICAGO BREAK Individual

Bags of Chicago Mix Popcorn Includes
attendant for four hours of service
$600.00 per order/serves 50

CINEMA BREAK

Freshly Popped Popcorn, Assorted Candies and Fresh Lemonade
Includes attendant for four hours of service
$500.00 per order/serves 50

ROASTED NUTS

Nuts Made to Order
400 – 4oz bags, machine and napkins
Cinnamon & Sugar Roasted Almonds $2,600.00
Cinnamon & Sugar Roasted Pecans $2,600.00
Mixed $2,600.00
Glazed Cashews $3,200.00
Includes attendant for four hours of service

MAKE YOUR OWN TRAIL MIX

House Made Granola, Honey Roasted Peanuts, Banana Chips, M&M's, Goldfish, Mini Pretzels and Dried Fruit
$1,000.00 per order/serves 250

Menu and pricing are specific to show floor catering.
Services are drop-off only. Staffing and upgrades are available. Consult your catering team for details.

SAVOR...

TRADE SHOW	2014 ASCO Annual Meeting	ORDER DEADLINE	Monday, May 12 @ 12:00 pm
CONTACT		ON-SITE CONTACT	
COMPANY		ON-SITE PHONE #	
ADDRESS			
CITY, STATE, ZIP			
PHONE #		FAX #	# of Guests:
EMAIL ADDRESS			
BOOTH #			
BUILDING	PLEASE CIRCLE N S E W		

PLEASE PLACE ORDER BELOW

All tables, electrical requirements and garbage removal service must be ordered through your contractor. Increases and/or new orders made within 3 business days of the Event will be subject to a 20% additional fee based on the menu price (F&B).

Date	Start Time	End Time	Quantity	Item Description	Unit Price

A signed Catering Agreement page must be returned to SAVOR and full payment in advance is required to complete your order.
Prices are only guaranteed at the time of contracting.

Please return this order form to your Catering Manager:

Sohana Cantwell – Booths 2,000–12,999 – scantwell@mccormickplace.com 312.791.7265
Or - Denise Kamm – Booths 13,000+ - dkamm@mccormickplace.com 312.791.7261
Please email us if you'd like this form in a word doc.

PLEASE BE ADVISED THAT ALL FOOD AND BEVERAGE ITEMS MUST BE PURCHASED THROUGH SAVOR
Service includes compostable flatware, plates and napkins. 21.50% service charge and sales taxes apply.
There is a $50 food and beverage minimum requirement for all booth deliveries.
SAVOR… Does not supply tables for food and beverage in your booth. You must order these through the general contractor.
Increases and/or new orders made within 3 business days of the Event will be subject to a 20% additional fee based on the menu price (F&B).

Menu and pricing are specific to show floor catering.
Services are drop-off only. Staffing and upgrades are available. Consult your catering team for details.

SAVOR...

BILLING INFORMATION AND CREDIT CARD AUTHORIZATION FORM

CONTACT INFORMATION

TRADE SHOW	**2014 ASCO Annual Meeting**	**INVOICE #**	
COMPANY			
CONTACT		**PHONE #**	
ACCOUNTING CONTACT		**PHONE #**	
EMAIL ADDRESS		**FAX #**	

PAYMENT INFORMATION

METHOD OF PAYMENT	**CHECK** ○	**CREDIT CARD** ○	**WIRE TRANSFER** ○
PLEASE NOTE, a credit card must be on file for any additional on-site orders or increase in quantities			
CREDIT CARD #			
EXPIRATION DATE		**V-CODE**	
BILLING ADDRESS			
CITY, STATE, ZIP			
CARD HOLDERS NAME			
AUTHORIZED SIGNATURE		**DATE**	

FULL PAYMENT IS DUE IN ADVANCE

Increases and/or new orders made within 3 business days of the Event will be subject to a 20% additional fee based on the menu price (F&B).

Please return this credit card authorization form to your Catering Manager:

Sohana Cantwell – Booths 2,000–12,999 – scantwell@mccormickplace.com 312.791.7265

Or - Denise Kamm – Booths 13,000+ - dkamm@mccormickplace.com 312.791.7261

Please email us if you'd like this form in a word doc. We're happy to oblige.